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INTRODUCTION

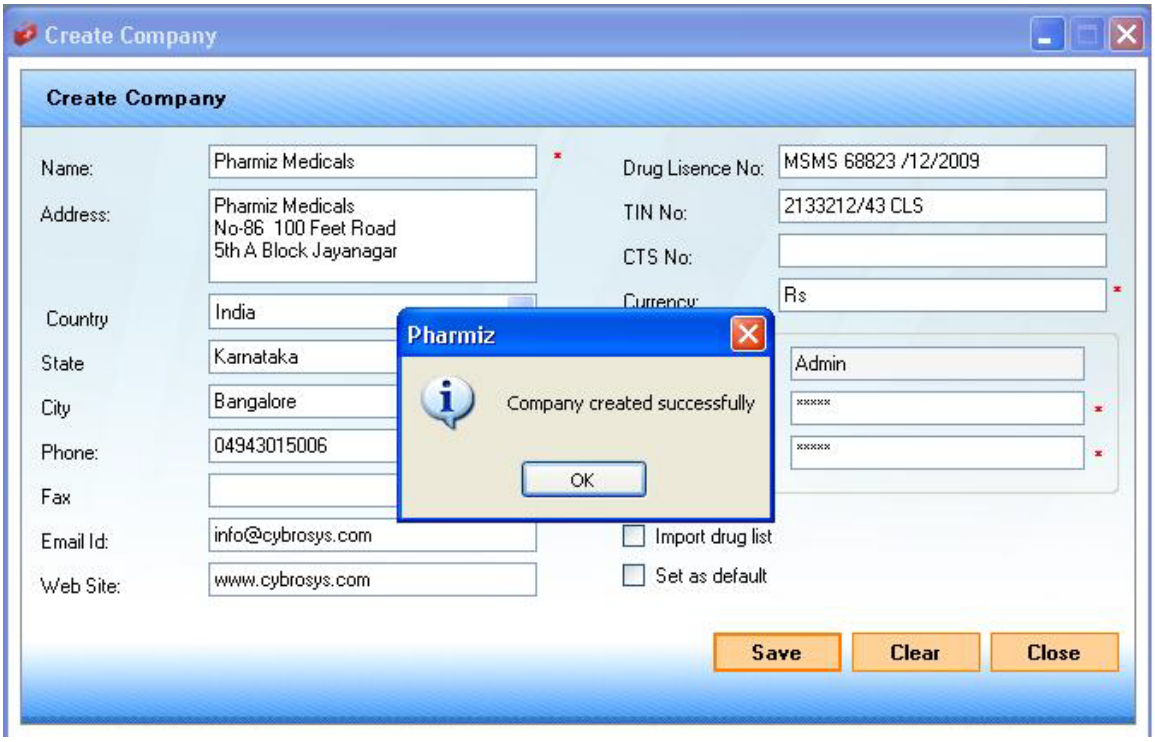
Pharmiz the complete medical shop management software is so designed as to ease the work load of medical shop professionals. The main feature includes invoicing, inventory and stock control, accounting, client and vendor management

Pharmiz software helps you to track all the profits, loss, profitable clients and products of medical shop moreover it's a medical shop accounting software. Flexible and adaptive software suited to medical shops or stores or pharmacies of any size.

This manual will guide you to run this software.

CREATE COMPANY

First of all, you have to create a company. For creating a company, Click on **Company -> Create Company**. A window appears as shown below,



This form is used for entering the details of Company. A powered user **Admin** can be created while creating a company.

Here you have two options:

a) **Import Drug list-**

On selecting this option, over thousands of drugs are automatically loaded to your company drug list .You can even delete unnecessary drug from the list .If you wish to enter the list of drugs; you can leave this option unselected.

b) Set as default –

You can create as much number of companies but this option can be assigned only to one company. If you select this option for a company, it becomes the default company .And you can log on to this company automatically on running this software.

Create Company

- Click on **Company -> Create Company.**
- Enter details such as name, address, country, email, website, drug license number, Tin number, CST number etc…
- Click on < **Save** > button to save.

General

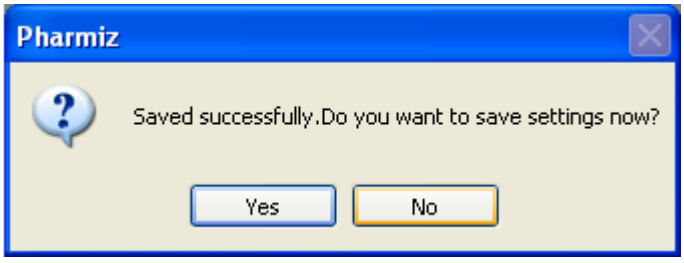
- Use **Enter** key or **Tab** for navigating from one field to another.
- * Fields are mandatory fields.
- Click on < **Clear** > button to clear entered details.
- Press Esc or click < **Close** > button to exit from window.

Here you can set financial year for the created company.

Set Financial year

- Click **Setting -> Financial Year-> New Financial Year**.
- Select financial starting and ending date.
- Click on < **Save** > button to save.
- Click on < **Reset** > button to reset.

After setting the financial year, click save button .A confirmation is asked as shown below.



On clicking **yes** button a window appears, where you can save your general settings.

General settings includes

- Setting reminder for products that is going to expire.
- Automatic code generation.
- Alert in case of negative stock and expiry date.

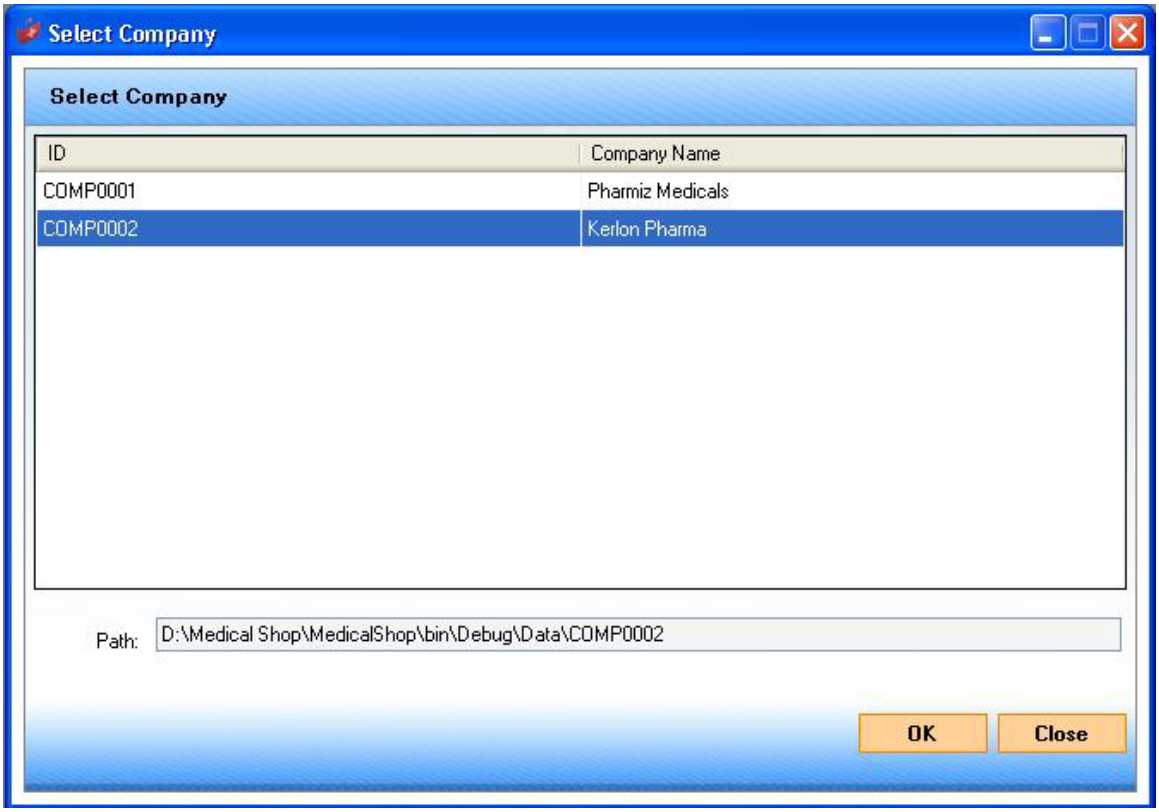
After saving this, you have an option for creating users. Only Admin can create and set privilege for the user.

Select Company

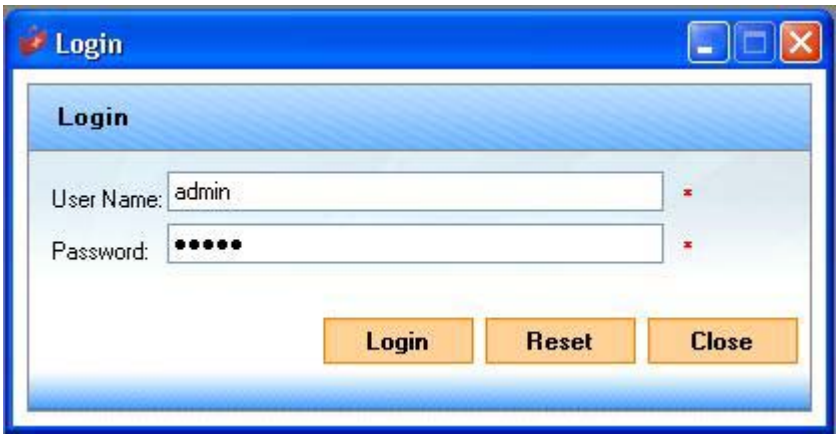
After creating the company, now you need to select a company .For selecting a company

Select Company

- Click on **Company-> Select Company.**
- A window appears showing a list of companies.
- Select required company from the list and press Ok button or double click on the selected company.
- Press Esc to exit from window.



After selecting the company a login window appears as show below,



Here you can enter your username and password. After entering the correct username and password, you are logged on to the corresponding company.

Now you can select a financial year from a list of financial years.

Select financial year

Select Financial Year

- Select a financial year from the list.
- Press Ok button or double click on the selected financial year.
- Press **Esc** or click < **Close** > button to exit from window.

After creating company,

a) Select Company

- Click on **Company-> Select Company.**
- A window appears showing a list of companies.
- Select required company from the list and press Ok button or double click on the selected company.
- Press Esc to exit from window.

b) Edit Company

- Click on **Company -> Edit Company.**
- Edit the details that we want.
- Press on < **Save** > button to save your changes.
- Press Esc or click < Close > button to exit from window.

c) Delete Company

- Click on **Company-> Delete Company**
- Confirmation is asked for deletion.
- The selected company is deleted from list.

d) Restore

- Click on **Company ->Restore**
- Confirmation is asked for restoring.
- The selected company is restored.

e) Back Up

- Click on **Company -> Back Up**
- Confirmation is asked for back up.
- The back up of current database is taken.

f) Logout

- Click on **Company -> Logout**
- Confirmation is asked for logout.
- Now you are logged out.

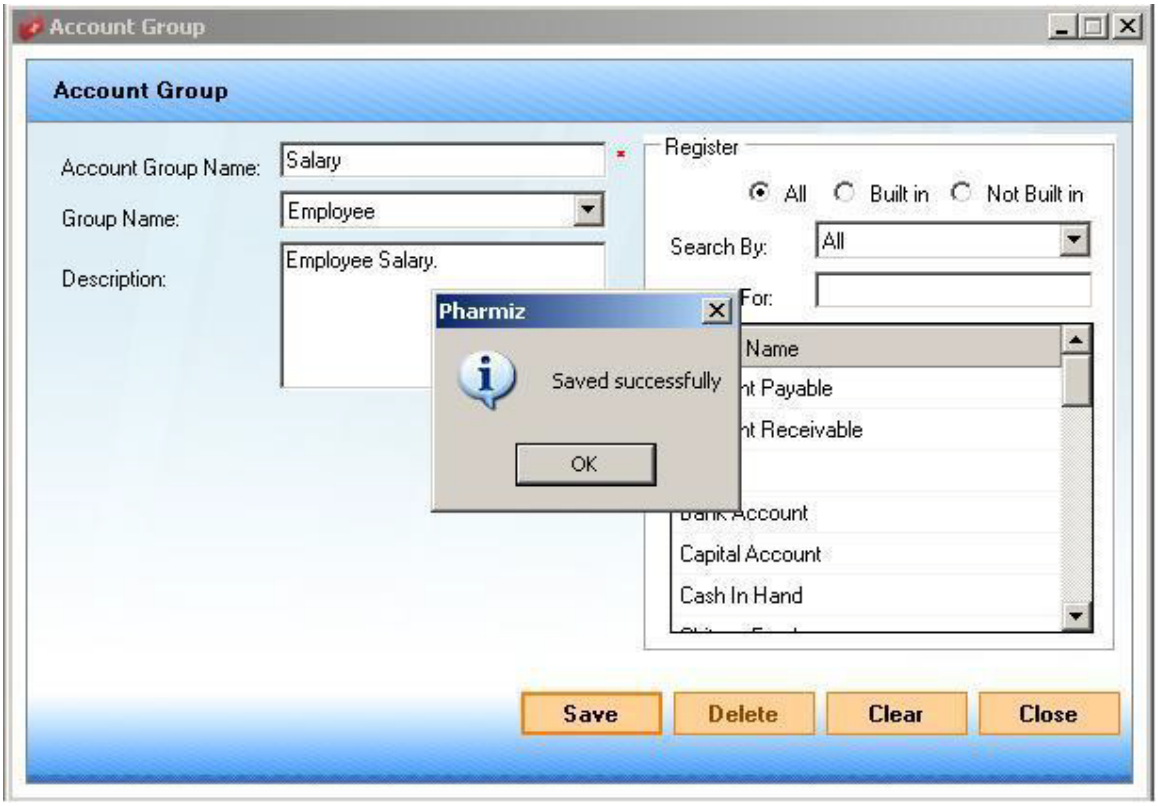
g) Close Company

- Click on **Company ->Close Company**.
- Confirmation is asked while closing the company.
- The selected company is closed.

INITIAL RECORDS

ACCOUNT GROUP

Click on **Initial Records -> Account Group.** A window appears as shown below



This is to create various account groups required for transactions. Almost all groups for transaction are inbuilt in this software. These inbuilt groups cannot be edited or deleted.

Search for Account Group

- **All-** List all account groups
- **Built In-**List all built in groups(default groups)
- **Not Built In-**List all groups except built in.

View details of existing Account Group

- All existing account groups are shown in right side of the form.
- Click on the account group that we want to view.
- We can see the details of particular account group in corresponding fields.

Add a new Account Group

- Enter details such as group name, group under, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Account Group

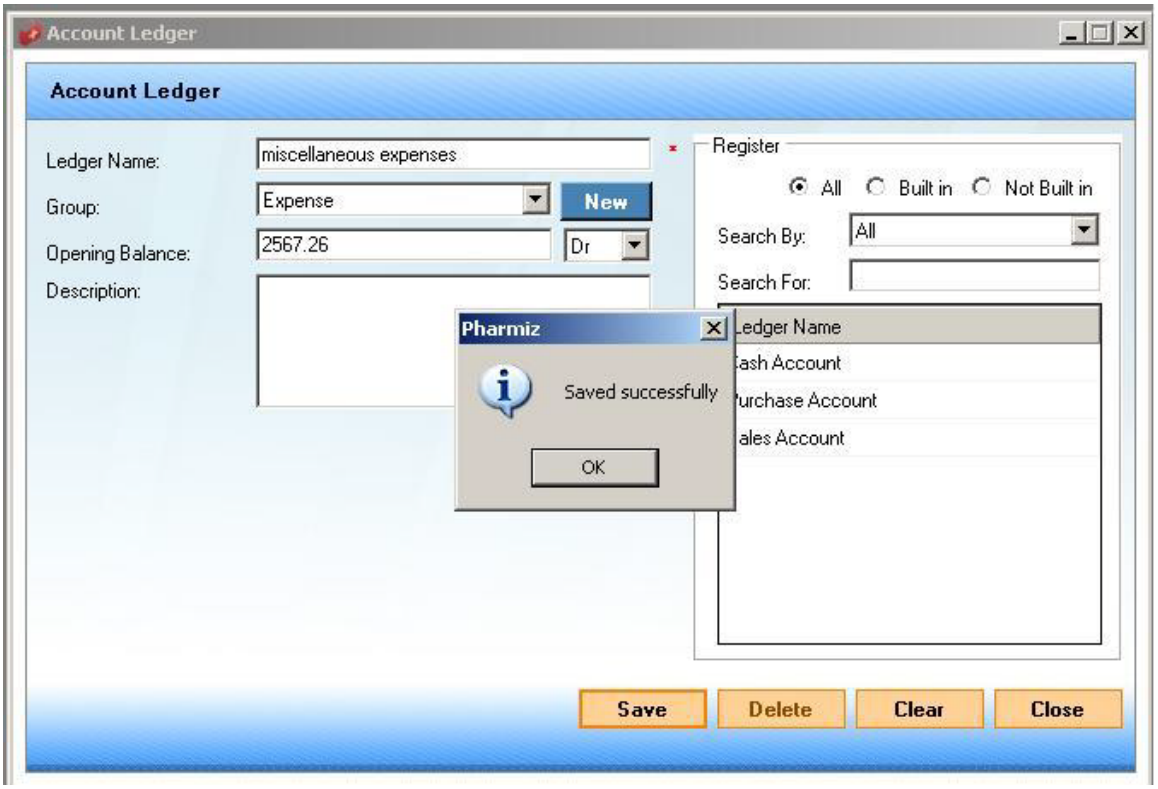
- Select a row from register.
- Details of the selected group will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Account Group

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected group is deleted from list.

ACCOUNT LEDGERS

Click on **Initial Records -> Account Ledger.** A window appears as shown below,



This is to create various account ledgers under Account Groups. Few inbuilt ledgers are already created, which cannot be edited or deleted.

Search for Account Ledger

- **All-** List all account ledger
- **Built In-**List all built in ledger (default groups)
- **Not Built In-**List all ledger except built in.

View details of existing Account Ledger

- All existing ledgers are shown in right side of the form.
- Click on the ledger that we want to view.
- We can see the details of particular ledger in corresponding fields.

Add a new Account Ledger

- Enter details such as ledger name, opening balance and description in corresponding fields.
- Select the group under which the ledger belongs.
- Click on < **Save** > button to save.

Edit details of existing Ledger

- Select a row from register.
- Details of the selected ledger will be shown in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

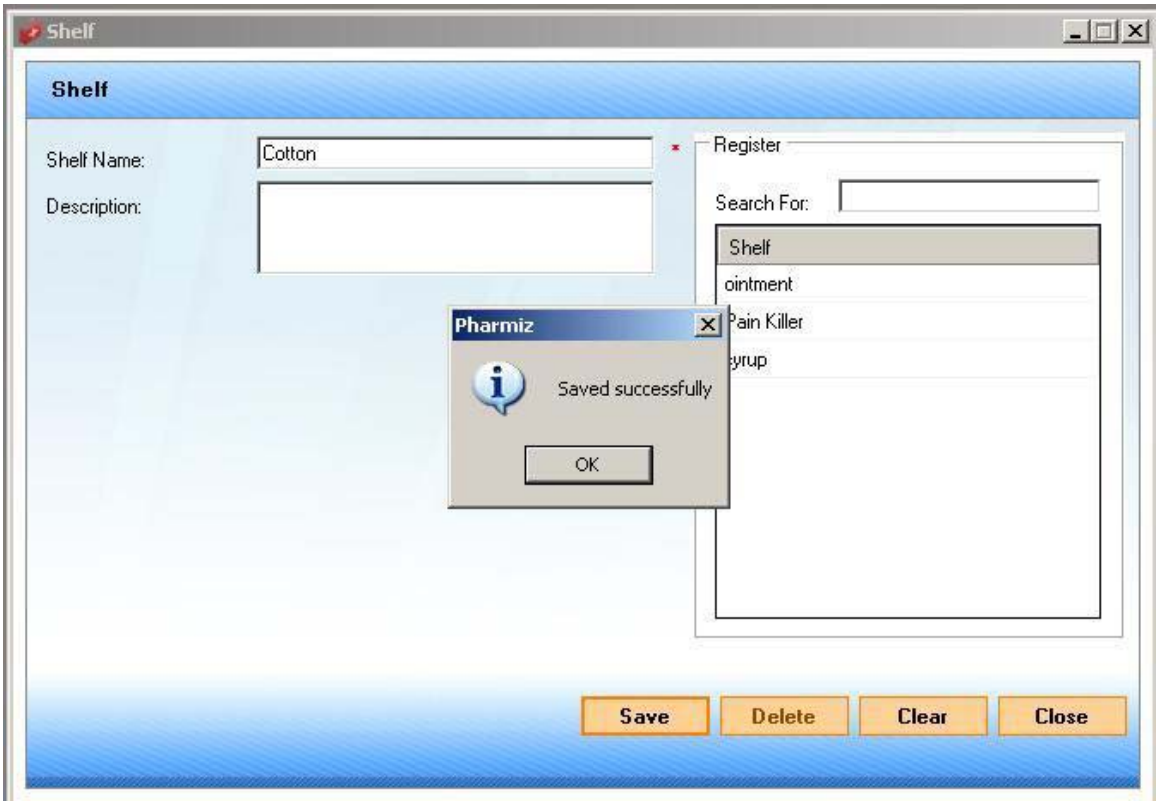
Delete an existing Ledger

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected ledger is deleted from list.

Note: Button < **NEW** > is used for creating new Account Groups.
Search by – search by Account group (filter according to account group)
Search for – search for Account ledgers

SHELF

Click on **Initial Records -> Shelf.** A window appears as shown below,



This is used for creating various shelves. E.g. shelf A, shelf B.

View details of existing Shelf

- All existing shelf are shown in right side of the form.
- Click on the shelf that we want to view.
- We can see the details of particular shelf in corresponding fields.

Add a new Shelf

- Enter details such as shelf name, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Shelf

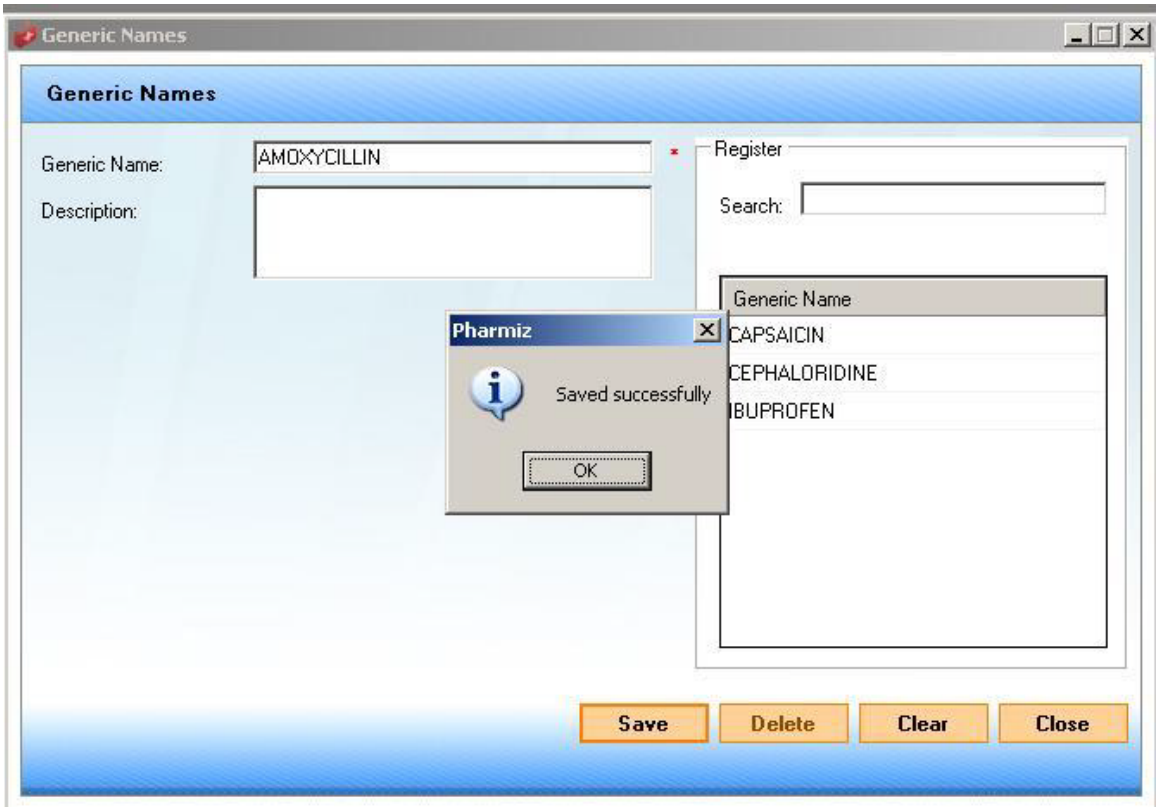
- Select a row from register.
- Details of the selected shelf will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Shelf

- Select a row from Register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected shelf is deleted from list.

GENERIC NAMES

Click on **Initial Records -> Generic Names.** A window appears as shown below



This is used for creating various Generic names.

View details of existing Generic Name

- All existing generic name are shown in right side of the form.
- Click on the generic name that we want to view.
- We can see the details of particular generic name in corresponding fields.

Add a new Generic Name

- Enter details such as generic name, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Generic Name

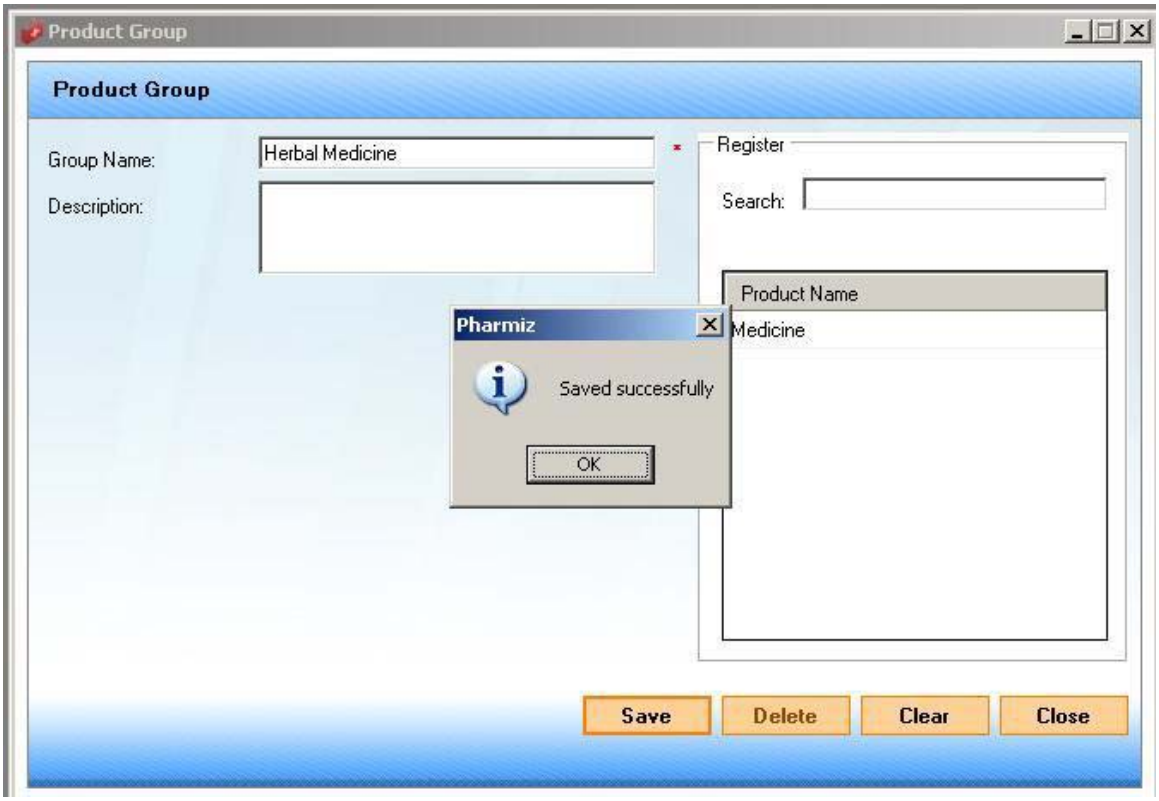
- Select a row from register.
- Details of the selected generic name will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Generic Name

- Select a row from Register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected generic name is deleted from list.

PRODUCT GROUP

Click on **Initial Records ->Product Group.** A window appears as shown below



This is used for creating various Product Groups.

View details of existing Product Group

- All existing product group are shown in right side of the form.
- Click on the product group that we want to view.
- We can see the details of particular product group in corresponding fields.

Add a new Product Group

- Enter details such as group name, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Product Group

- Select a row from register.
- Details of the selected product group will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Product Group

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected product group is deleted from list.

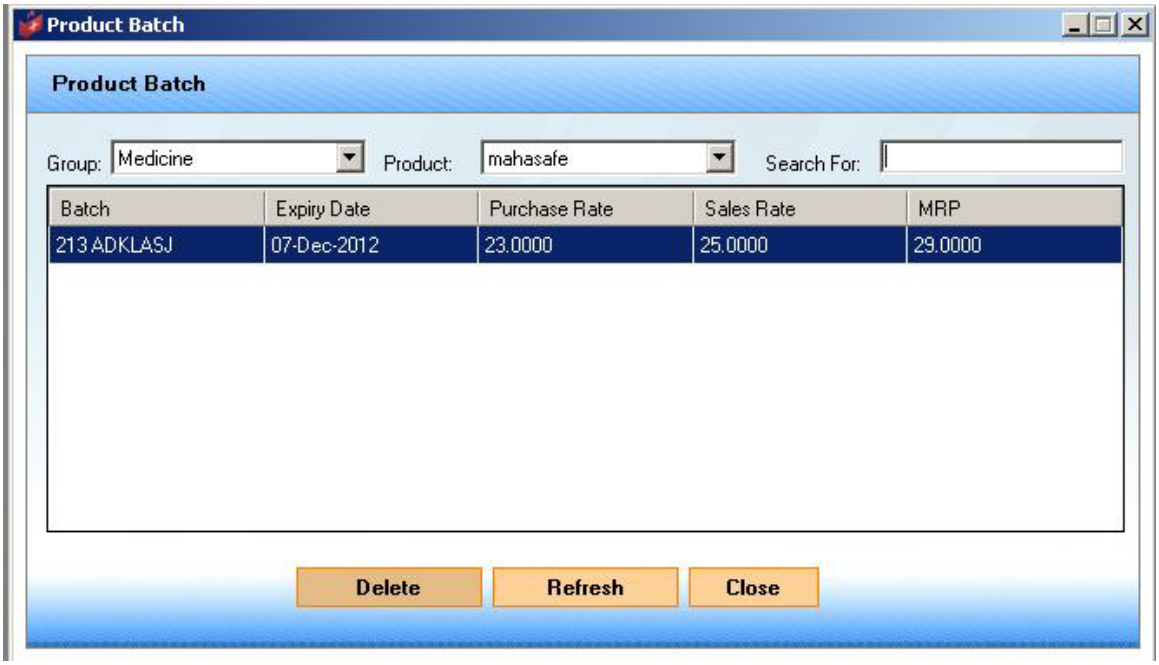
PRODUCT BATCH

Click on **Initial Records ->Product Batch.**

A window appears as shown below

Product batch Relation

On creating a product a default batch “Not Applicable” is created .And this batch has purchase rate ,sales rate, MRP as Zero. You can create new batch for a product at the time of purchase ,sale, counter sale, stock entry etc…This makes you very easy to run this software.



This is used for listing all the product batches according to product.

View details of existing Product Batch

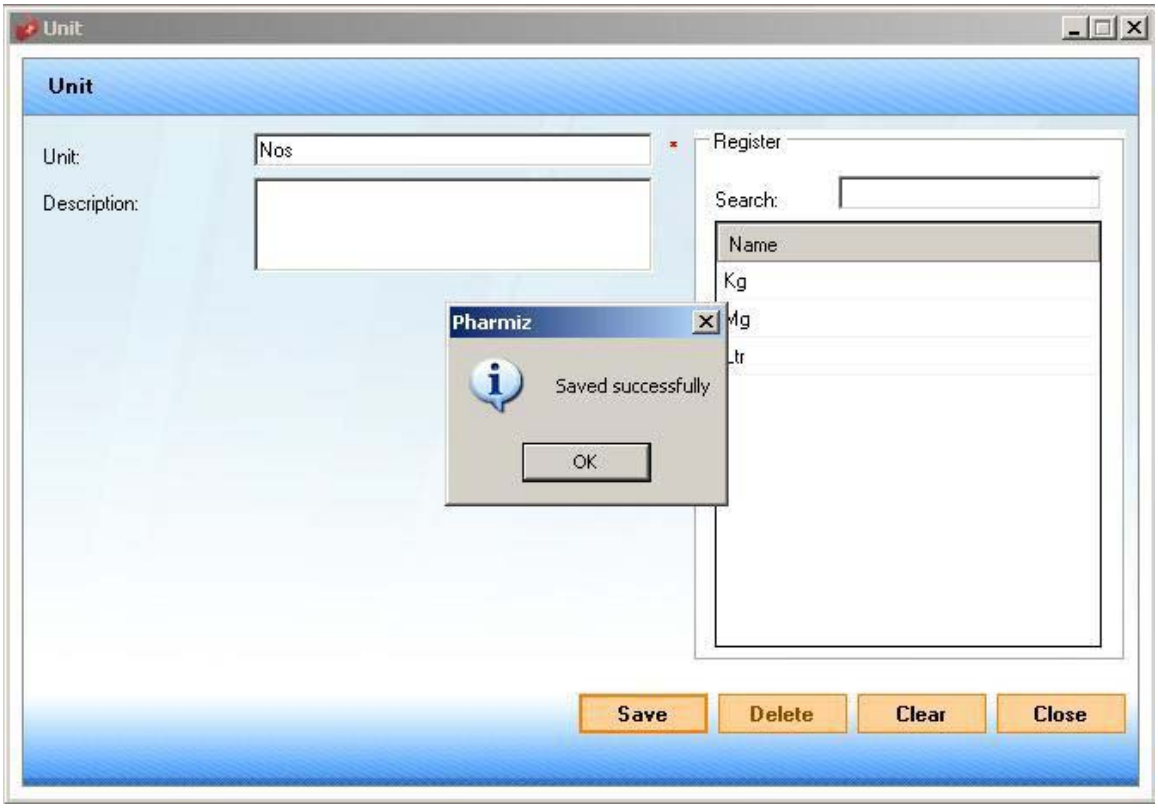
- Select group and product.
- We can see the details of selected product, with their batches in corresponding fields.

Delete an existing Product Batch

- Select group and product.
- And then, select a batch from the rows listed.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected product batch is deleted from list.

UNIT CREATION

Click on **Initial Records -> Unit Creation.** A window appears as shown below,



This is used for creating various Units.

View details of existing Unit

- All existing unit are shown in right side of the form.
- Click on the unit that we want to view.
- We can see the details of particular unit in corresponding fields.

Add a new Unit

- Enter details such as unit name, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Unit

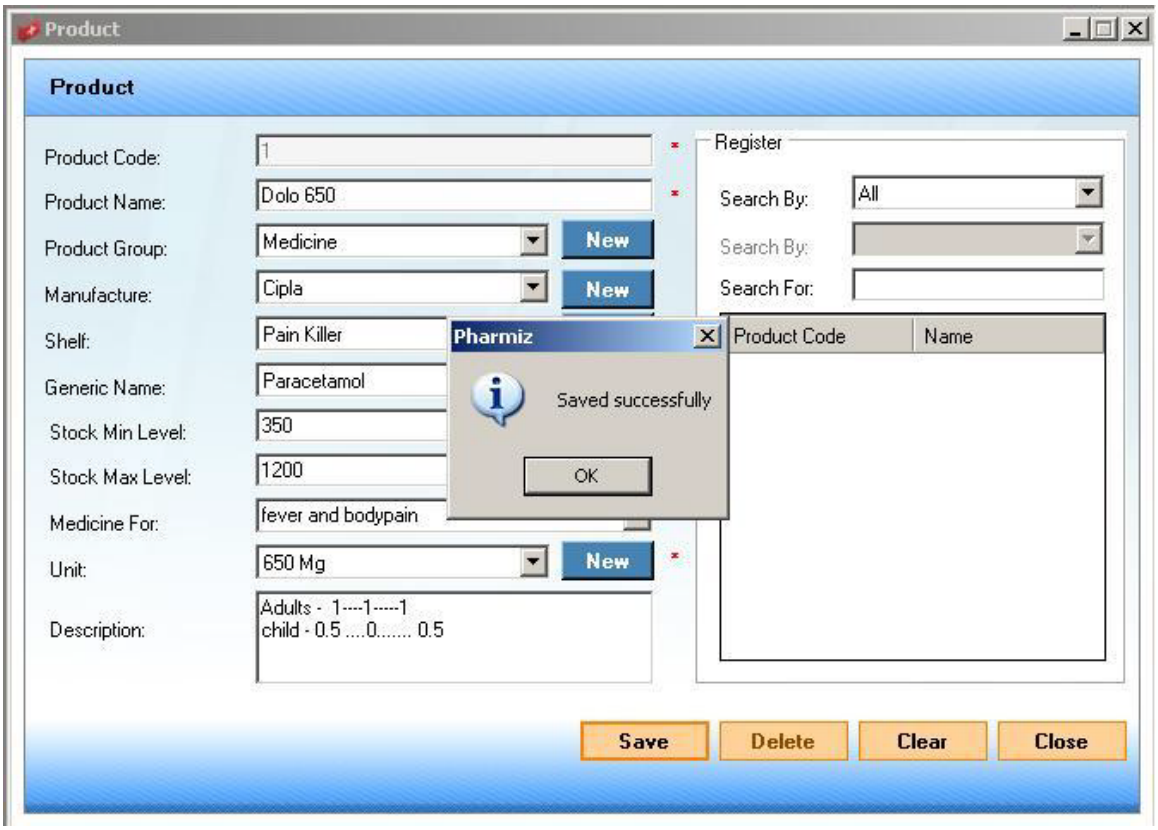
- Select a row from register.
- Details of the selected unit will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Unit

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.

PRODUCT

Click on **Initial Records ->Product.** A window appears as shown below



This is used for creating various Products under different product group. On creating a product default batch "**Not applicable"** is created. Some product may not have batch at this time u can select Not applicable.

View details of existing Product

- All existing products are shown in right side of the form.
- Click on the product that we want to view.
- We can see the details of particular product in corresponding fields.

Add a new Product

- Enter details such as product code, product name, stock minimum level, stock maximum level, description in corresponding fields.
- Select Product group, manufacture, shelf, generic name, medicine for, unit etc…
- Click on < **Save** > button to save.

Edit details of Product

- Select a row from Register.
- Details of the selected product will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

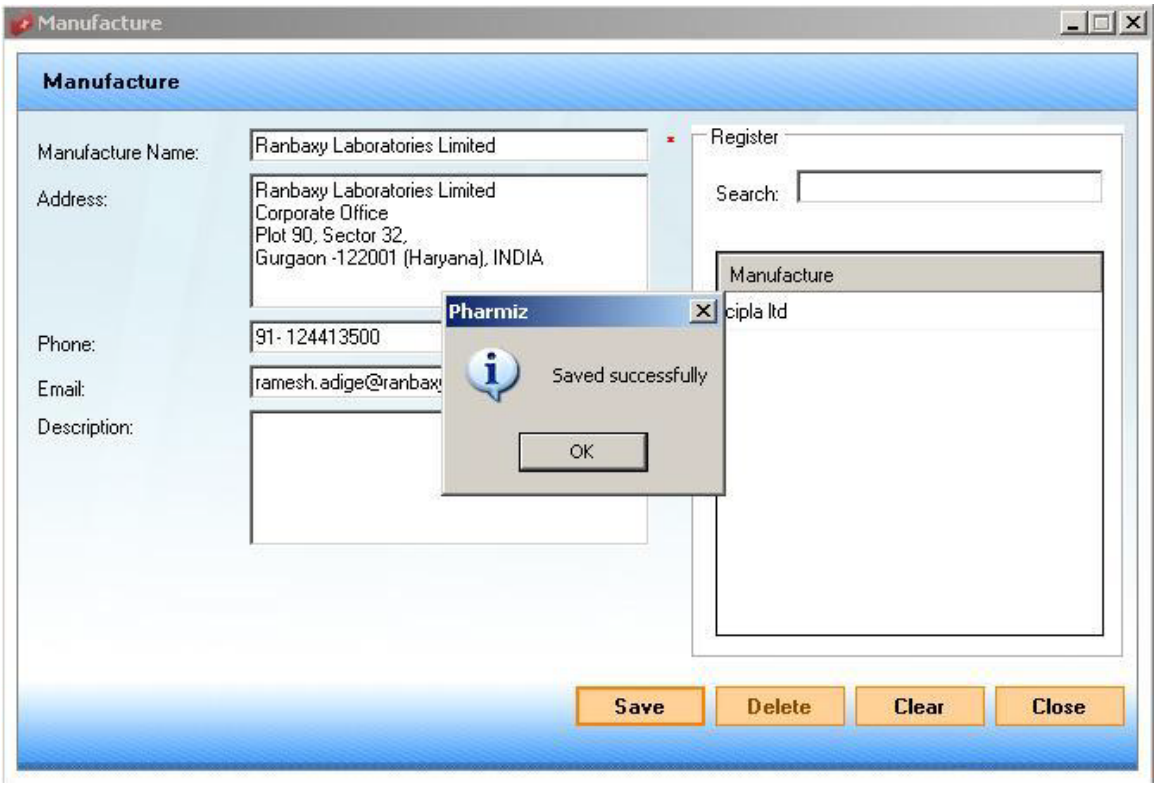
Delete an existing Product

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected product is deleted from list.

Note: Button < **NEW** > is used to create new manufactures, shelf, generic name, product group, Unit etc...
Search by – search by product group (filter according to product group)
Search for – search for product

MANUFACUTURES

Click on **Initial Records -> Manufacture.** A window appears as shown below



This is used for entering details of manufacture of various drugs.

View details of existing Manufacture

- All existing manufactures are shown in right side of the form.
- Click on the manufacture that we want to view.
- We can see the details of particular manufacture in corresponding fields.

Add a new Manufacture

- Enter details such as manufacture name, address, phone, email, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Manufacture

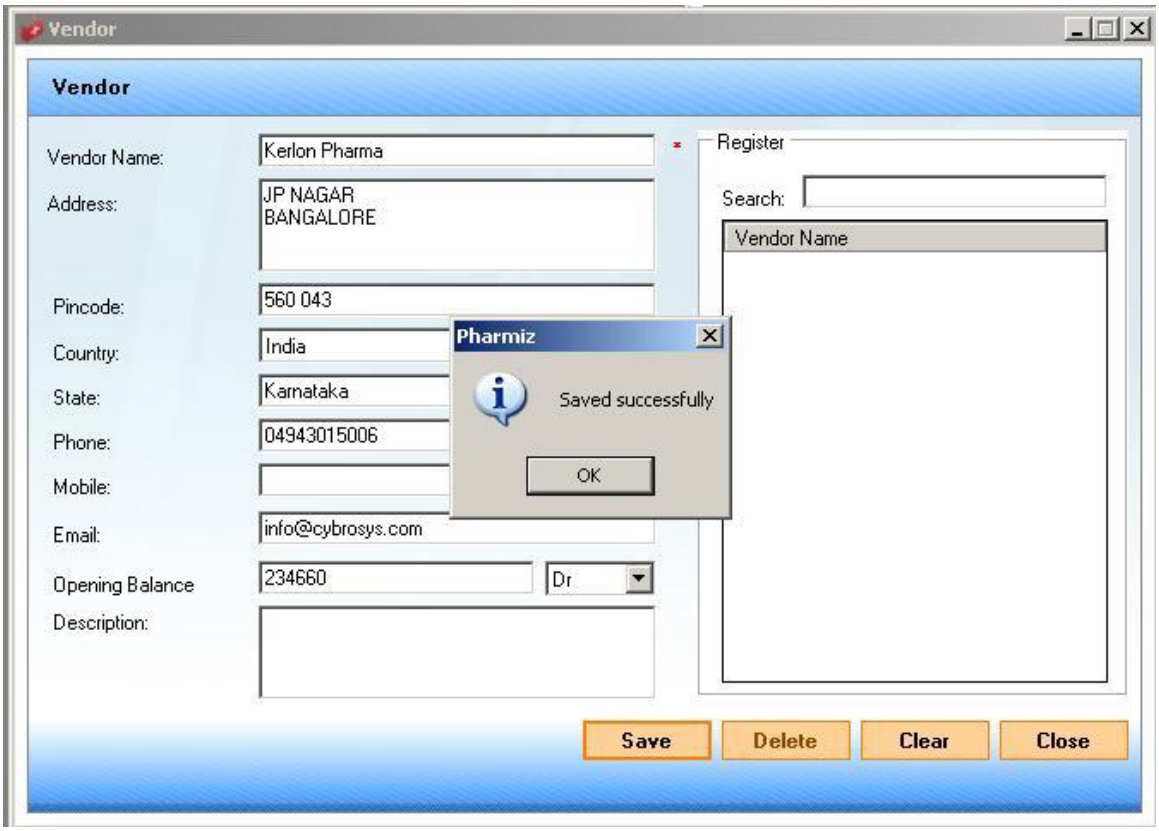
- Select a row from register.
- Details of the selected manufacture will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Manufacture

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected manufacture is deleted from list.

VENDOR

Click on **Initial Records -> Vendor.** A window appears as shown below



This is used for entering details of vendor.

View details of existing Vendor

- All existing vendors are shown in right side of the form.
- Click on the vendor that we want to view.
- We can see the details of particular vendor in corresponding fields.

Add a new Vendor

- Enter details such as vendor name, address, pin code, country, phone, email, opening balance, description in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Vendor

- Select a row from Register.
- Details of the selected vendor will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

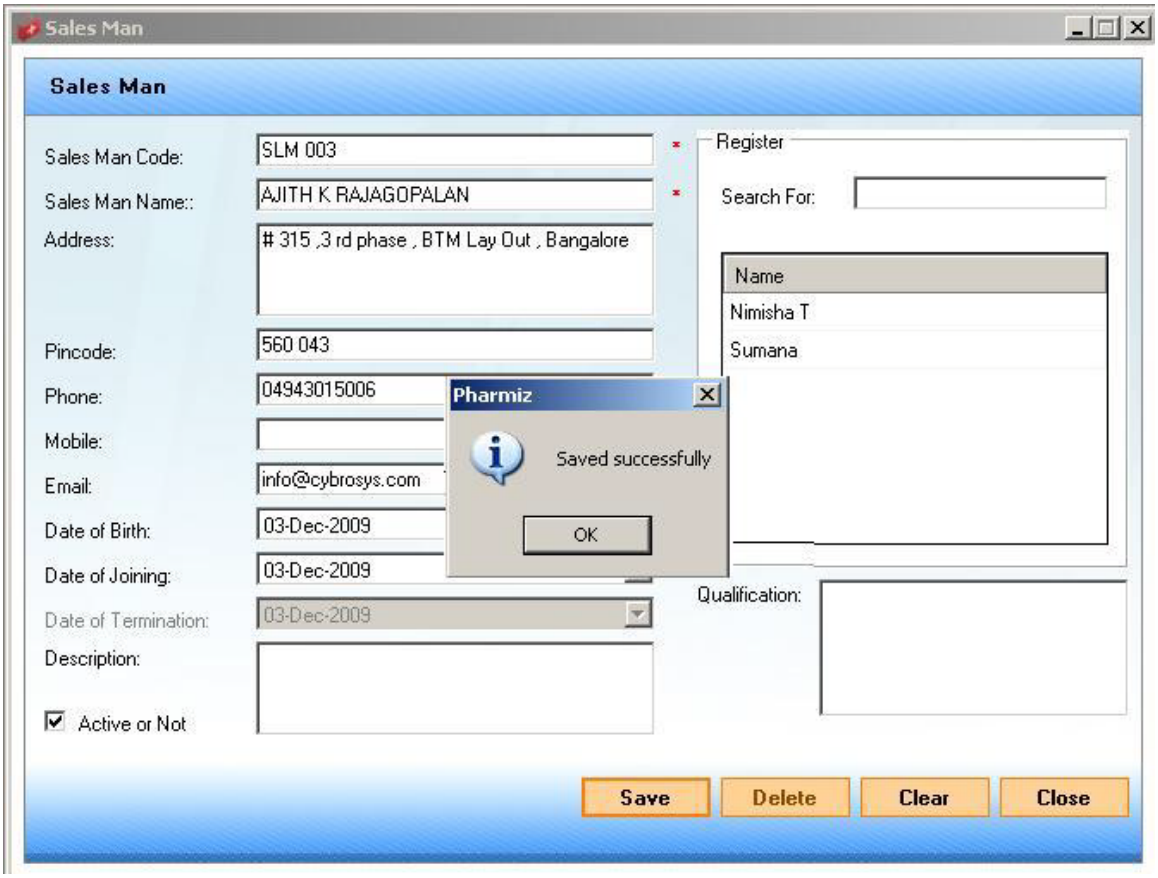
Delete an existing Vendor

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected vendor is deleted from list.

SALES MAN

Click on **Initial Records -> Sales Man.** A window appears as shown below

This is used for entering the details of sales man.



View details of existing Sales man

- All existing sales man(s) are shown in right side of the form.
- Click on the sales man that we want to view.
- We can see the details of particular sales man in corresponding fields.

Add a new Sales man

- Enter details such as sales man code, sales man name, address, pin code, phone, mobile, Email, Date of birth, date of joining in corresponding fields.
- Click on < **Save** > button to save.

Edit details of Sales man

- Select a row from register.
- Details of the selected sales man will show in corresponding fields at left side of the form.

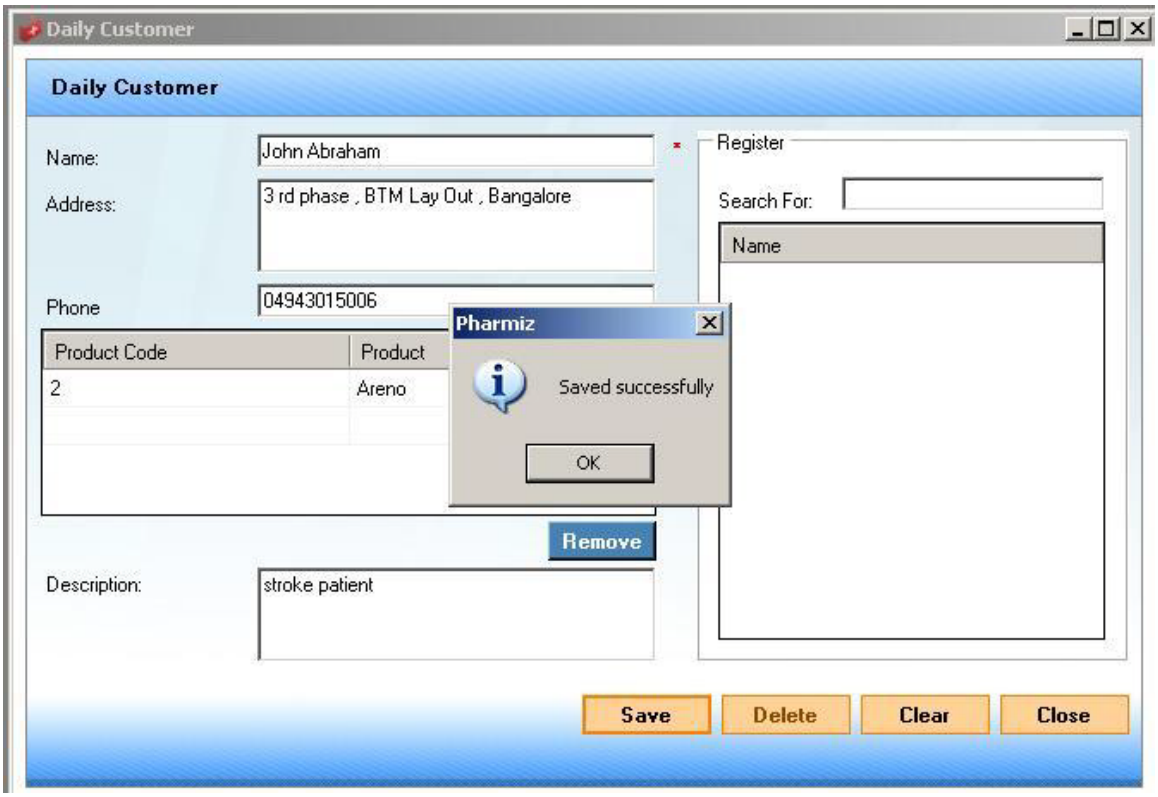
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Sales man

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected sales man is deleted from list.

Daily Customer

Click on **Initial Records -> Daily Customer.** A window appears as shown below



This is used for entering the details of daily customer. This daily customer will be listed in sales bill. So on selecting this customer/patients ,corresponding products will be listed.

View details of existing Customer

- All existing customer are shown in right side of the form.
- Click on the customer that we want to view.
- We can see the details of particular customer in corresponding fields.

Add a new Customer

- Enter details such as name, address, phone in corresponding fields.
- Select products required by the customer from the table below.
- Click on < **Save** > button to save.

Edit details of Customer

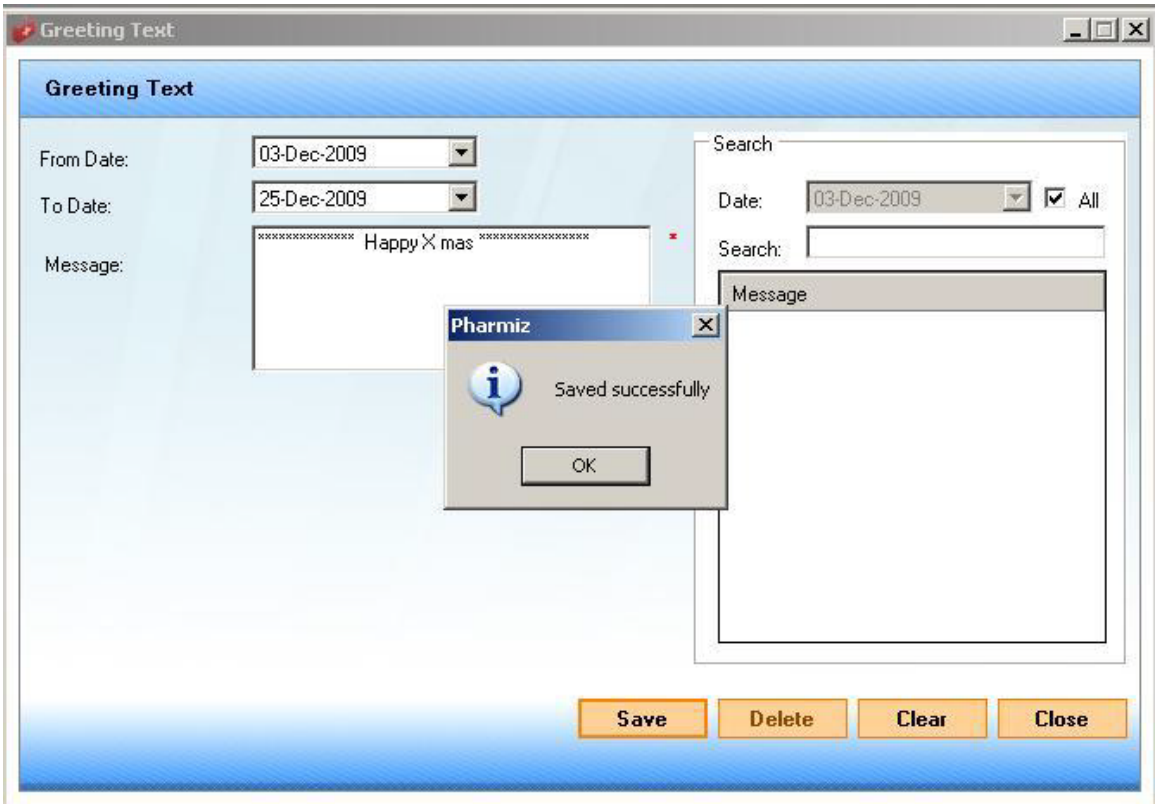
- Select a row from register.
- Details of the selected customer will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Customer

- Select a row from register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected customer is deleted from list.

GREETING TEXT

Click on Initial **Records->Greeting Text.** A window appears as shown below



This is entering various greeting texts. You can view this greeting in sales bill

View details of existing Greeting Text

- All existing greeting texts are shown in right side of the form.
- Click on the greeting text that we want to view.
- We can see the details of particular greeting text in corresponding fields.

Add a new Greeting Text

- Select from date and to date.
- Enter greeting message.
- Click on < **Save** > button to save.

Edit details of Greeting Text

- Select a row from Register.
- Details of the selected greeting text will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Greeting Text

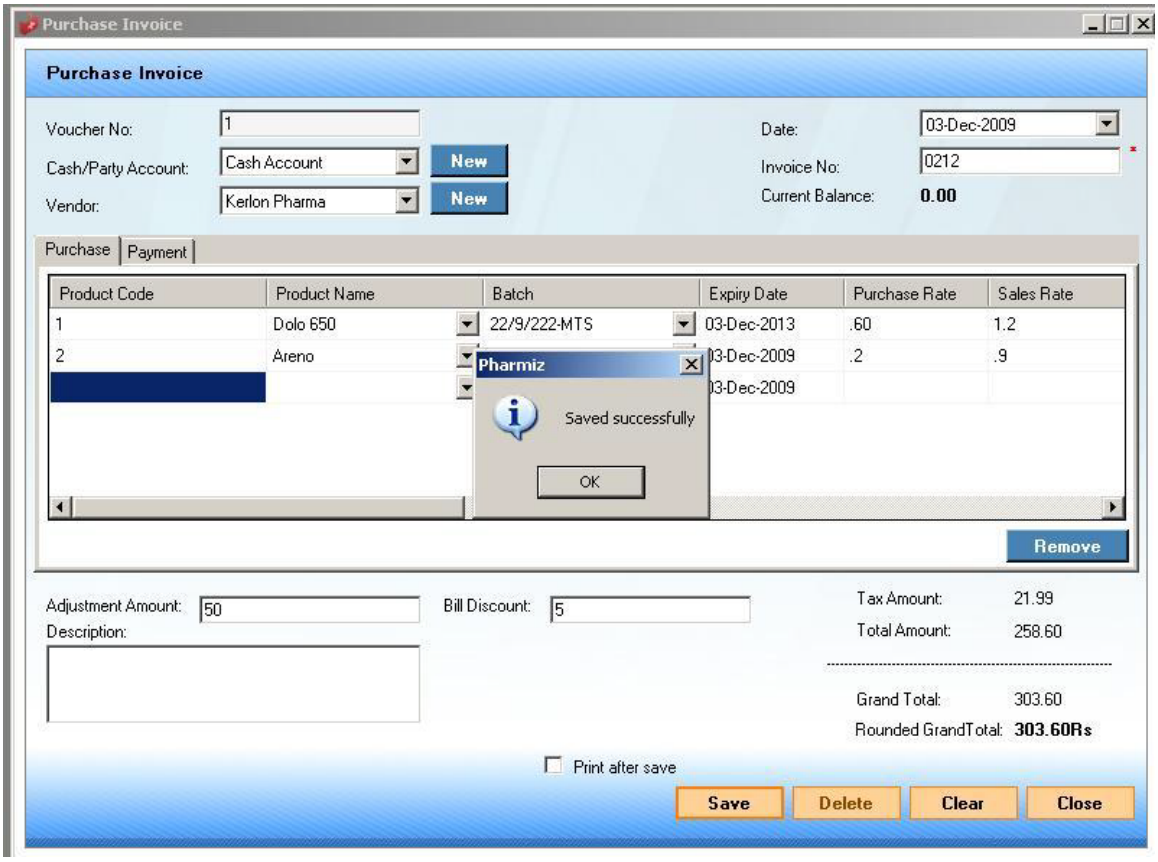
- Select a row from Register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected greeting text is deleted from list.

Note: Can search by date.

TRANSACTIONS

PURCHASE INVOICE

Click on **Transactions->Purchase Invoice.** A window appears as shown below



This helps to store the information about the products purchased from a vendor.

Add a new Purchase Invoice

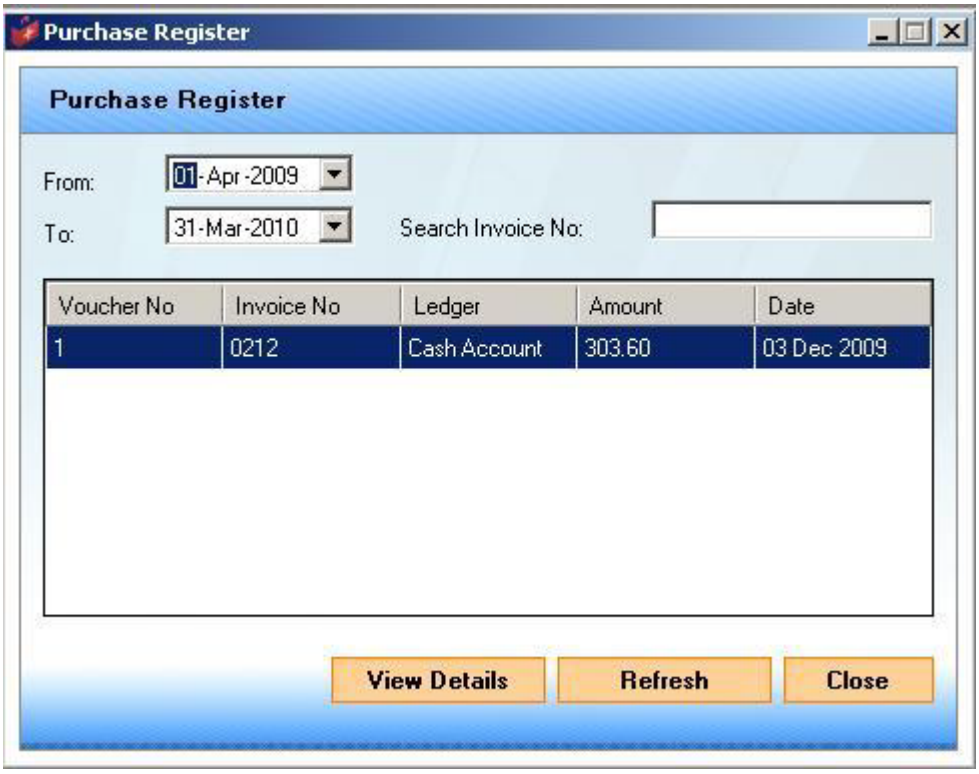
- Voucher Number automatically generated.
- Select date.
- Select cash account or vendor.
- If vendor, enter Vendor details.
- Enter invoice number.
- If credit, select due date and enter the **payment details**.
- Enter product code
- Select product name from the list.
- Select a batch from the list or new batch can be created. On creating new batch then enter expiry date, purchase rate, sales rate, MRP. If the batch is already created then corresponding values are automatically generated.
- Enter quantity, free quantity, discount, tax percentage.
- Select tax type.
- Enter description.
- Enter bill discount, other charges.
- Click on <**Save**> button to save.

Payment details

- Select payment mode (by cash /by cheque).
- If cheque ,enter cheque number and cheque date
- Enter paid amount.

Edit details of existing Purchase Invoice

- Click on **Register-> Purchase Invoice.** A window appears as shown below,
- Select a row from purchase register window. Corresponding purchase will show in purchase invoice window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.



Delete an existing Purchase Invoice

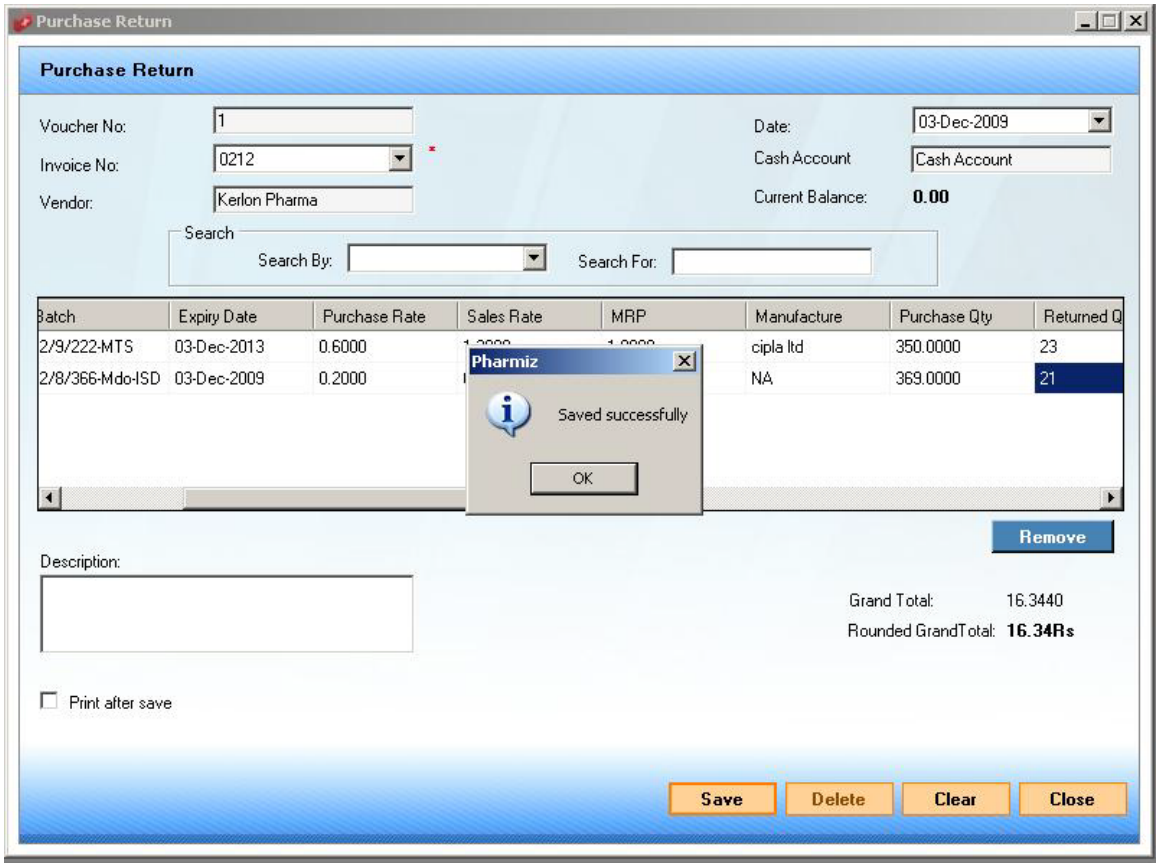
- Click on **Register-> Purchase Invoice.** A window appears as shown below
- Select a row from purchase register window. Corresponding purchase will show in purchase invoice window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected purchase is deleted from list.

General (Transactions)

- Use **Enter** key or **Tab** for navigating from one field to another.
- * Fields are mandatory fields.
- Click on < **Clear** > button to clear entered details
- Press **Esc** or click < **Close** > button to exit from window.
- Select "**Print after save**" to print this voucher.
- Select "**Post this sale**" to Accounts (Counter Sale Window).
- Select a row from the list and Click on < **Remove** >button to remove row from the list.

PURCHASE RETURN

Click on **Transactions->Purchase Return.** A window appears as shown below



This helps to store the information about the products returned to a vender.

Add a new Purchase Return

- Voucher Number automatically generated.
- Select date.
- Select Purchase Invoice number, if the return done against purchase invoice.
- Cash/Party Account, current balance, vendor name will be automatically generated according to the purchase invoice number.

- Product code ,product name, batch ,expiry date, purchase rate, sales rate, MRP, manufacture, quantity, free, unit, tax type, tax percentage, discount, amount of corresponding purchased product are automatically generated.
- Enter only returned quantity.
- Enter description.
- Click on <**Save**> button to save.

Edit details of existing Purchase Return

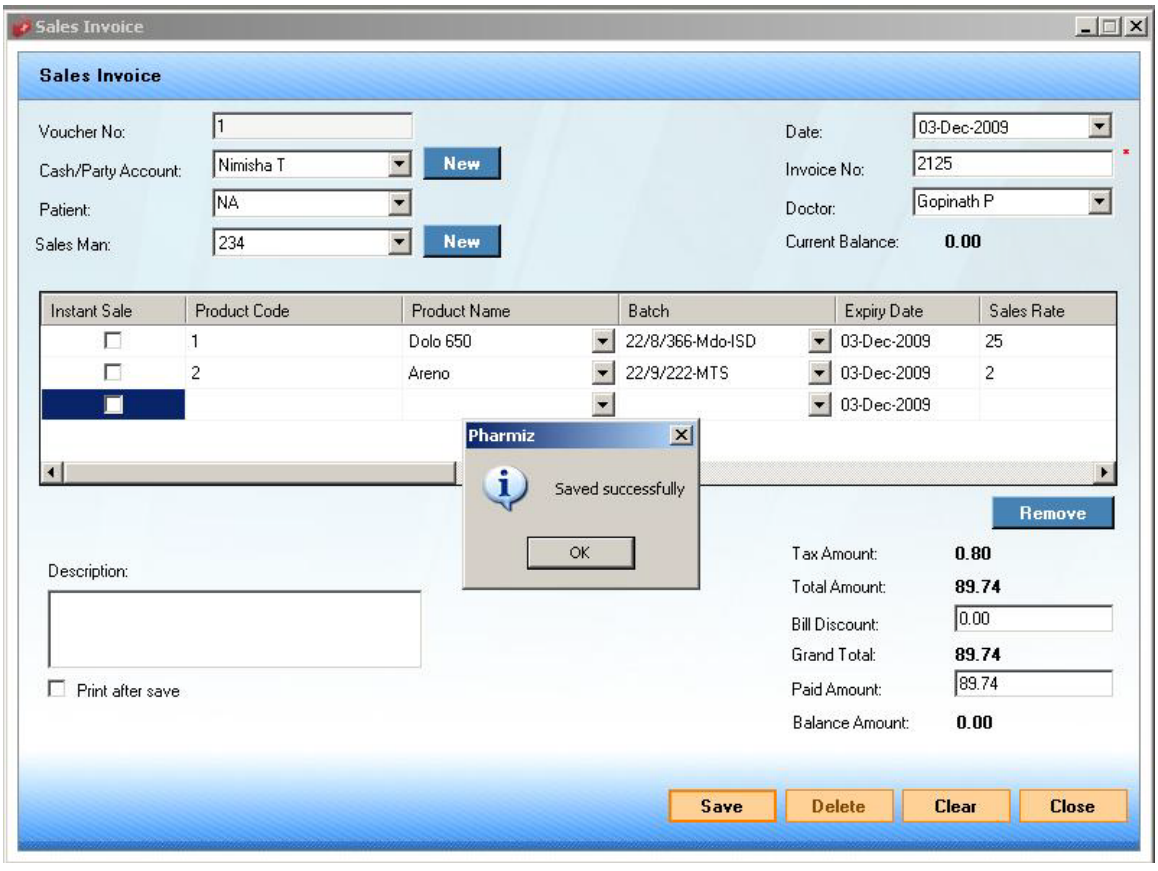
- Click on **Register-> Purchase Return.** A window appears as shown below,
- Select a row from purchase return register window. Corresponding purchase return will show in purchase return window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Purchase Return

- Click on **Register-> Purchase Return.** A window appears as shown below
- Select a row from purchase return register window. Corresponding purchase return will show in purchase return window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected purchase return is deleted from list.

SALES INVOICE

Click on **Transactions->Sales Invoice.** A window appears as shown below



This helps to store the information about the products sold to the customer.

Add a new Sales Invoice

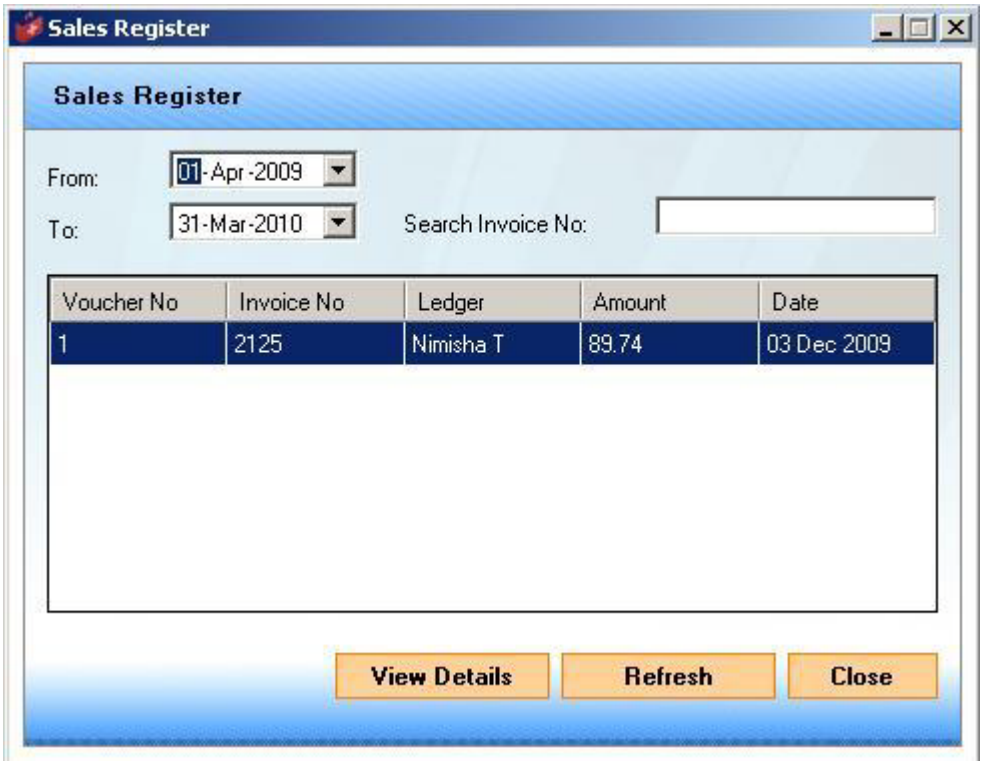
- Voucher Number automatically generated.
- Enter Sales Invoice number.
- Select date.
- Select cash account or party.
- Select/Enter patient.
- Select doctor/Enter.
- Select sales man.
- Select Instant or not (Instant sale is a type of sale, where you don't have the product with you and you buy from next shop and sale it directly.) .If it's a instant sale you can click on Instant sale.
- Enter product code
- Select product name from the list.
- Select a batch from the list or new batch can be created. On creating new batch then enter expiry date, purchase rate, sales rate, MRP. If the batch is already created then corresponding values are automatically generated.
- Enter quantity, free quantity, discount, tax percentage.
- Select tax type.
- Enter description.
- Enter bill discount.
- Enter paid amount if its credit.
- Click on <**Save**> button to save.

Edit details of existing Sales Invoice

- Click on **Register-> Sales Invoice.** A window appears as shown below,
- Select a row from Sales register window. Corresponding sales will show in sales invoice window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Sales Invoice

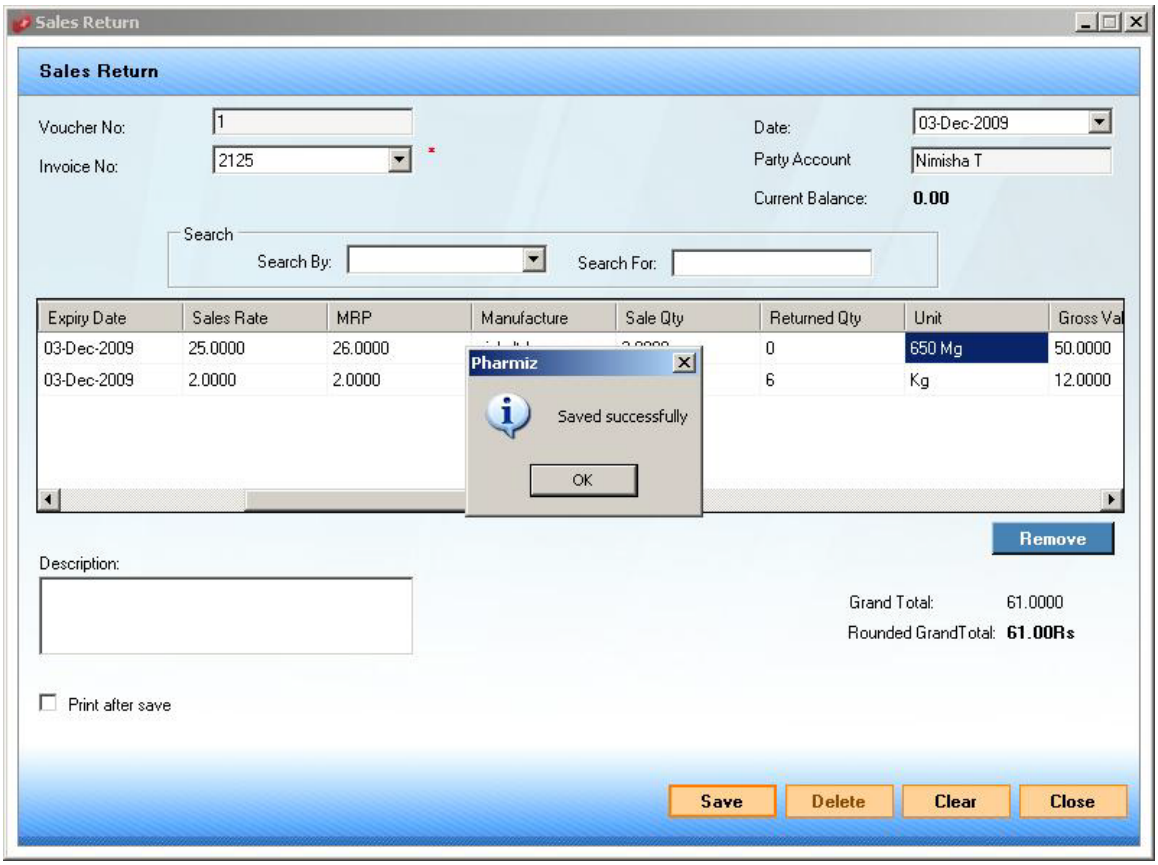
- Click on **Register-> Sales Invoice.** A window appears as shown below
- Select a row from Sales register window. Corresponding sales will show in sales invoice window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected sale is deleted from list.



SALES RETURN

This helps to store the information about the products returned from the customer.

Click on **Transactions-> Sales Return.** A window appears as shown below



Add a new Sales Return

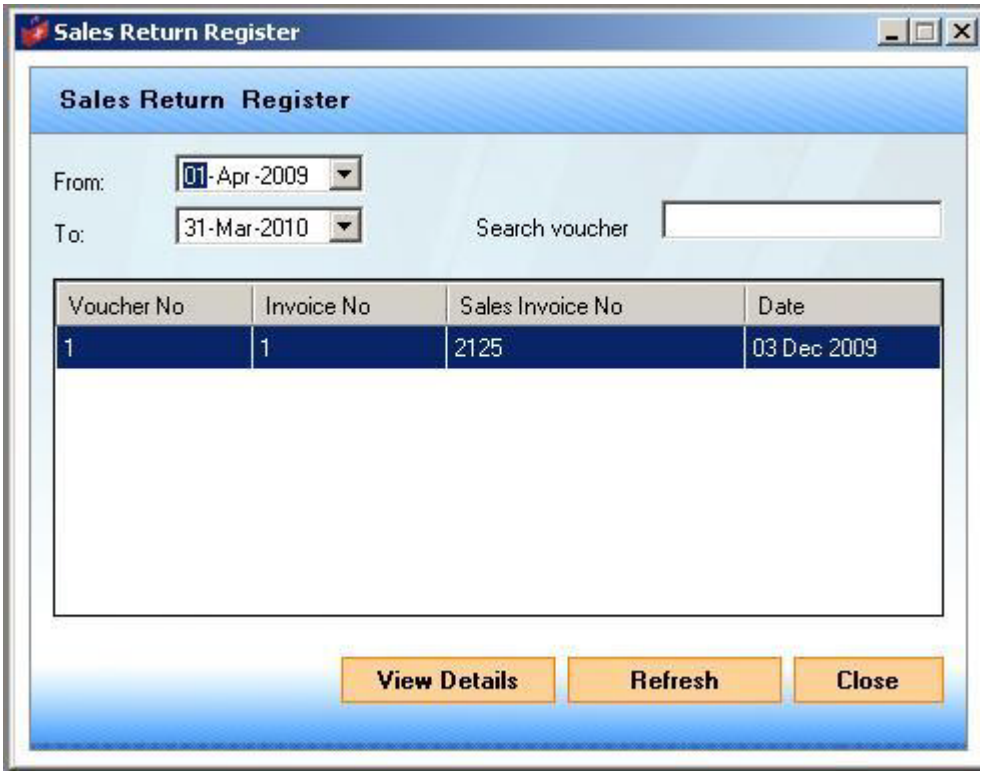
- Voucher Number automatically generated.
- Select date.
- Select Sales Invoice number, if the return done against sales invoice.
- Cash/Party Account, current balance, vendor name will be automatically generated according to the purchase invoice number.
- Product code ,product name, batch ,expiry date, purchase rate, sales rate, MRP, manufacture, quantity, free, unit, tax type, tax percentage, discount, amount of corresponding purchased product are automatically generated.
- Enter only returned quantity.
- Enter description.
- Click on <**Save**> button to save.

Edit details of existing Sales Return

- Click on **Register-> Sales Return.** A window appears as shown below,
- Select a row from sales return register window. Corresponding sales return will show in sales return window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

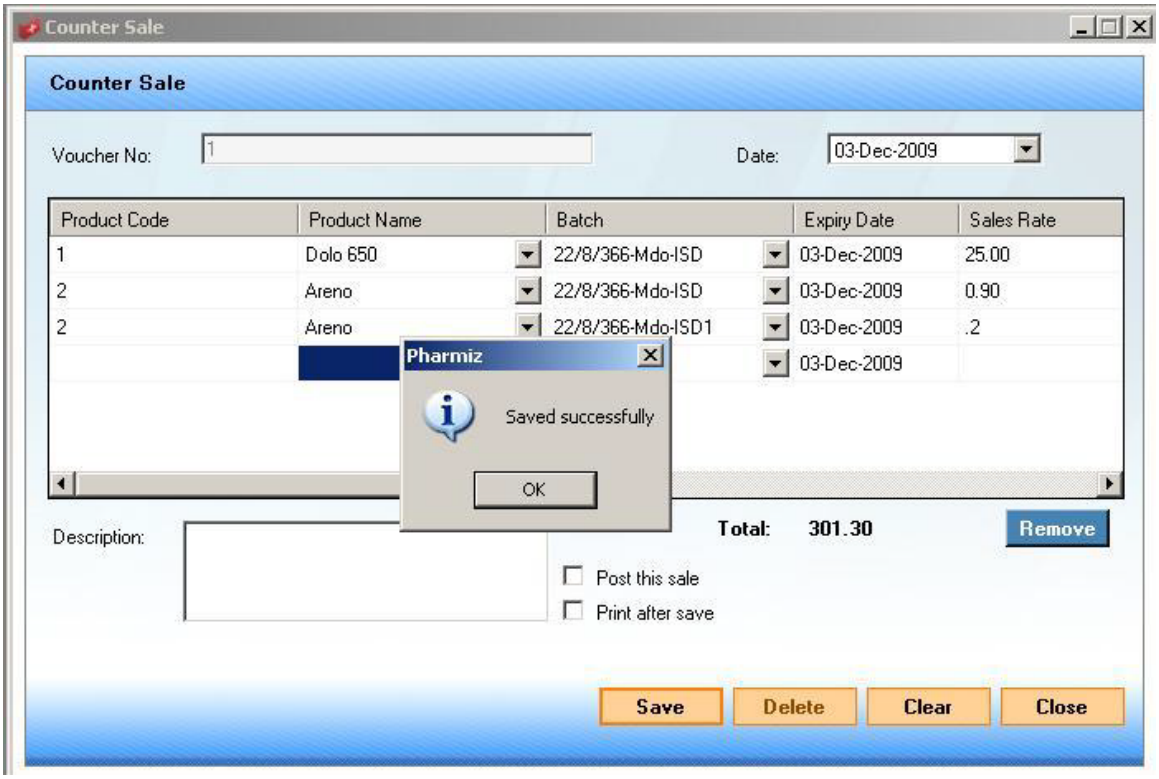
Delete an existing Sales Return

- Click on **Register-> Sales Return.** A window appears as shown below
- Select a row from sales return register window. Corresponding sales return will show in sales return window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected sales return is deleted from list.



COUNTER SALE

Click on **Transactions->Counter Sale.** A window appears as shown below



This helps to store the information about the products sold to the customer. Counter sale is like petty sales done at counters.

Add a new Counter Sale

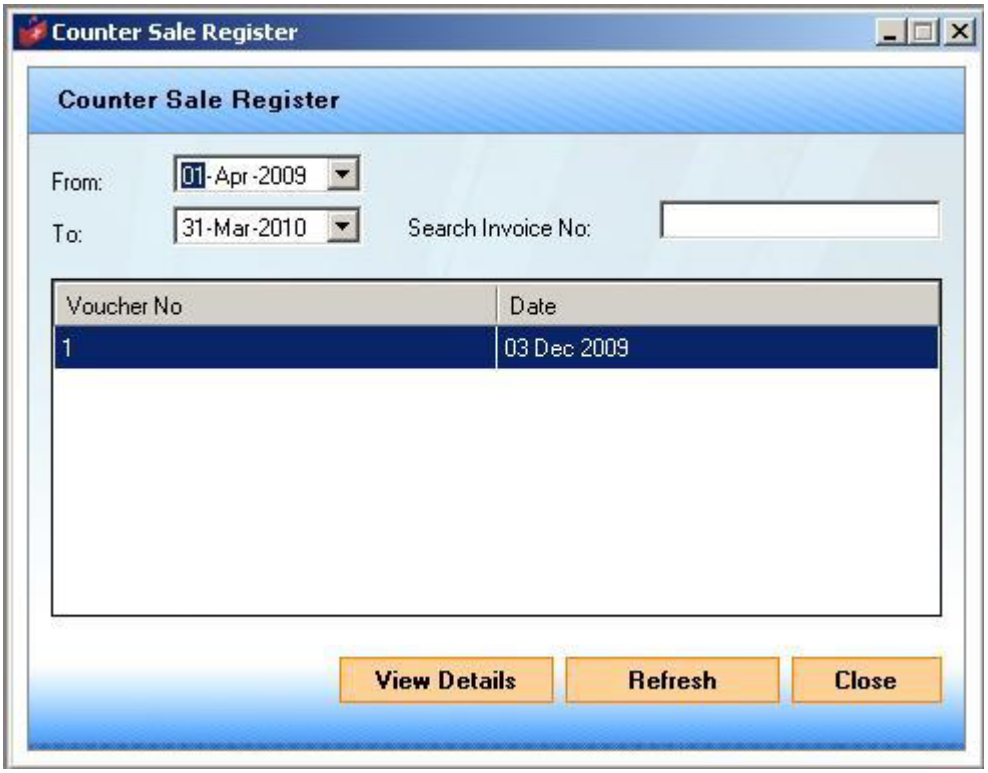
- Voucher Number automatically generated.
- Select date.
- Enter product code
- Select product name from the list.
- Select a batch from the list or new batch can be created. On creating new batch then enter expiry date, purchase rate, sales rate, MRP. If the batch is already created then corresponding values are automatically generated.
- Enter quantity.
- Enter description.
- Click on <**Save**> button to save.

Edit details of existing Counter Sale

- Click on **Register-> Counter Sale.** A window appears as shown below,
- Select a row from counter sale register window. Corresponding counter sale will show in counter sale window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

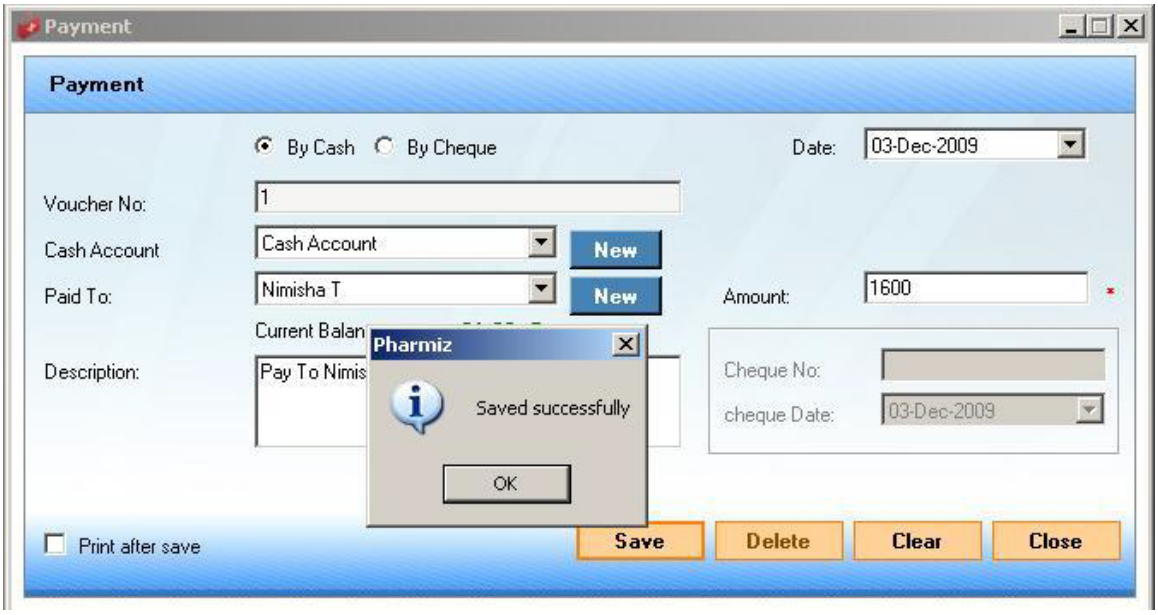
Delete an existing Counter Sale

- Click on **Register-> Counter Sale.** A window appears as shown below
- Select a row from counter sale register window. Corresponding counter sale will show in counter sale window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected counter sale is deleted from list.



PAYMENT VOUCHER

Click on **Transactions->Payment.** A window appears as shown below



This is to enter the details of all cash and bank payments of the company.

Add a new Payment Voucher

- Select Payment mode, i.e. by cash or cheque.
- **Voucher number** - automatically generated.
- Select date.
- **Bank/Cash Account:**

  If payment mode

  -By cash, select cash account.
  -By cheque, select bank account.

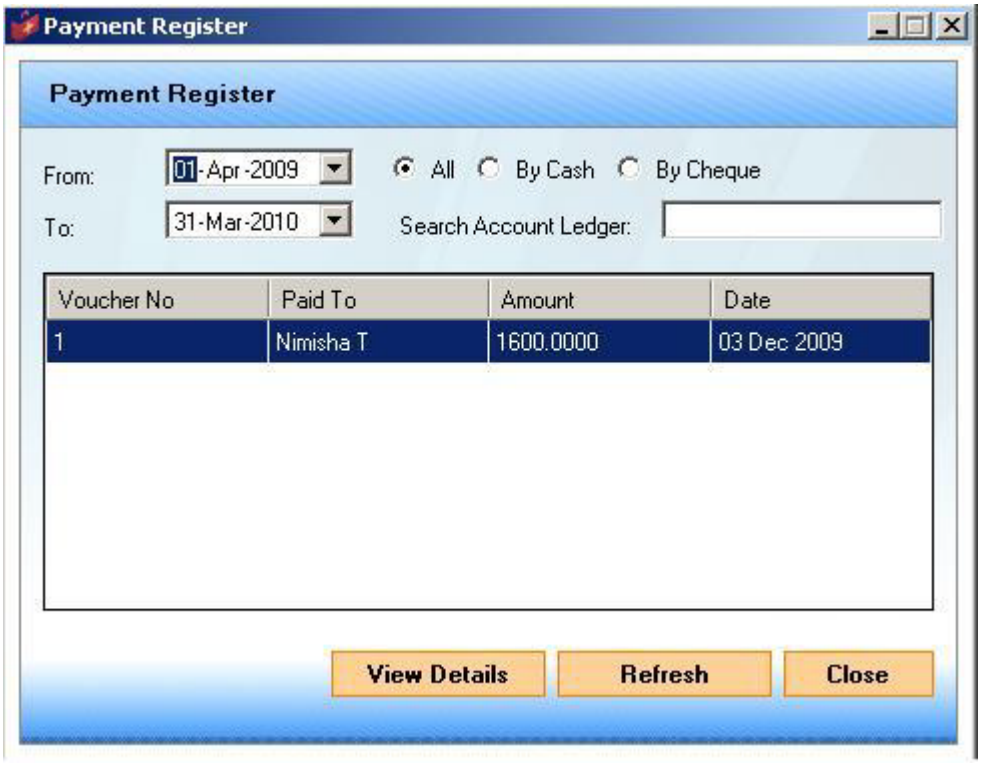
- Select Account.
- Enter amount to be paid.
- If By cheque- Enter cheque number and cheque date.
- Enter description
- Click on <**Save**> button to save.

Edit details of existing Payment Voucher

- Click on **Register->Payment Register.** A window appears as shown below,
- Select a row from payment register window. Corresponding voucher will show in payment voucher window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

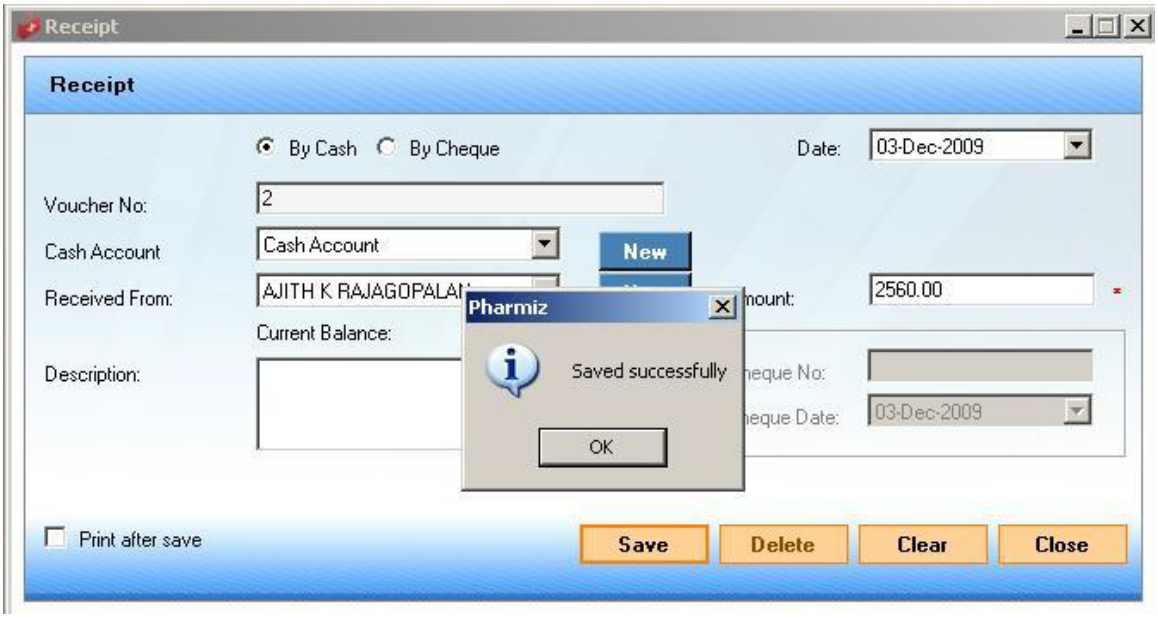
Delete an existing Payment Voucher

- Click on **Register->Payment Register.** A window appears as shown below,
- Select a row from payment register window. Corresponding voucher will show in payment voucher window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected voucher is deleted from list.



RECEIPT VOUCHER

Click on **Transactions->Receipt.** A window appears as shown below,



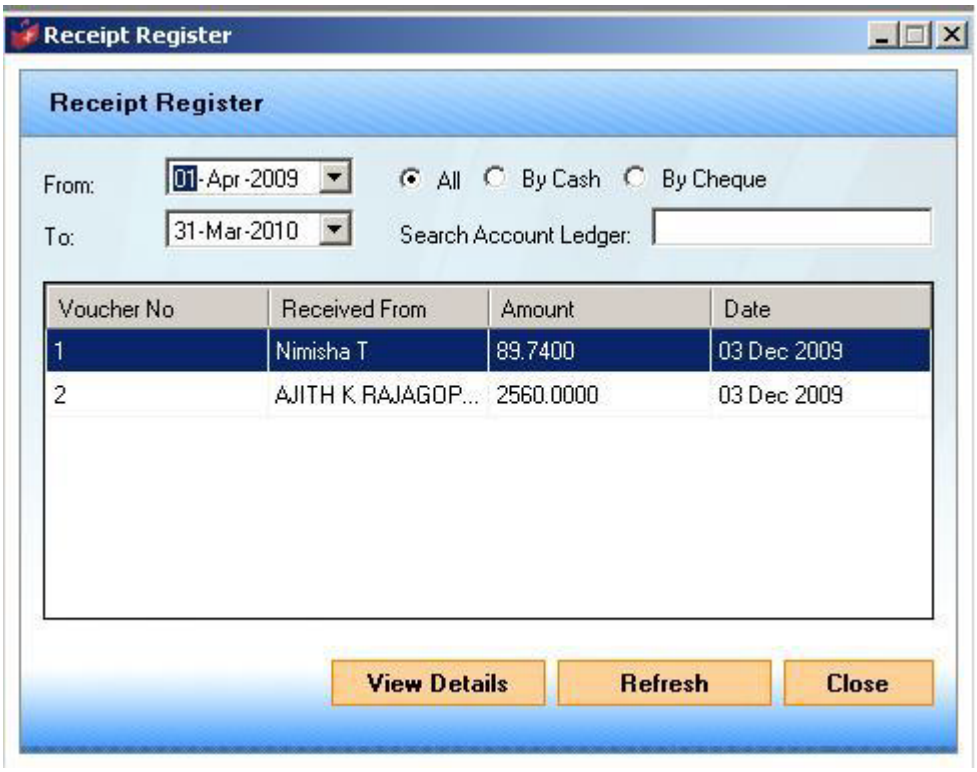
This is to enter the details of all cash and bank receipts of the company.

Add a new Receipt Voucher

- Select receipt mode, i.e. by cash or cheque.
- **Voucher number** - automatically generated.
- Select date.
- **Bank/Cash Account: -**
  If receipt mode
  -By cash, select cash account.
  - By cheque, select bank account.
- Select Account.
- Enter amount of cash received.
- If By cheque- enter cheque number and cheque date.
- Enter description
- Click on <**Save**> button to save.

Edit details of existing Receipt Voucher

- Click on **Register-> Receipt Voucher.** A window appears as shown below,



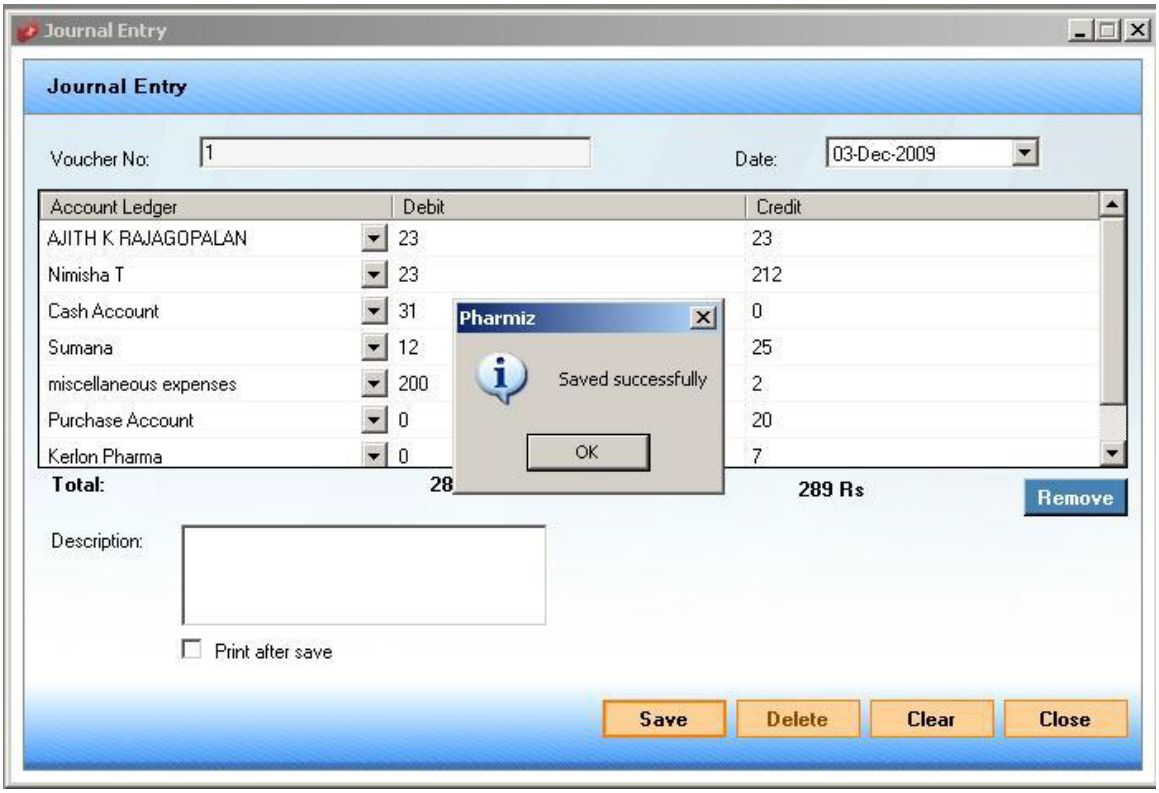
- Select a row from receipt register window. Corresponding voucher will show in receipt voucher window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Receipt Voucher

- Click on **Register-> Receipt Register.** A window appears as shown below
- Select a row from receipt register window. Corresponding voucher will show in payment voucher window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected voucher is deleted from list.

JOURNAL ENTRY

Click on **Transactions->Journal entry.** A window appears as shown below,



This is used for entering the details of companies' transaction, including amount and accounts that are affected. That is the miscellaneous accounts.

Add a new Journal Entry

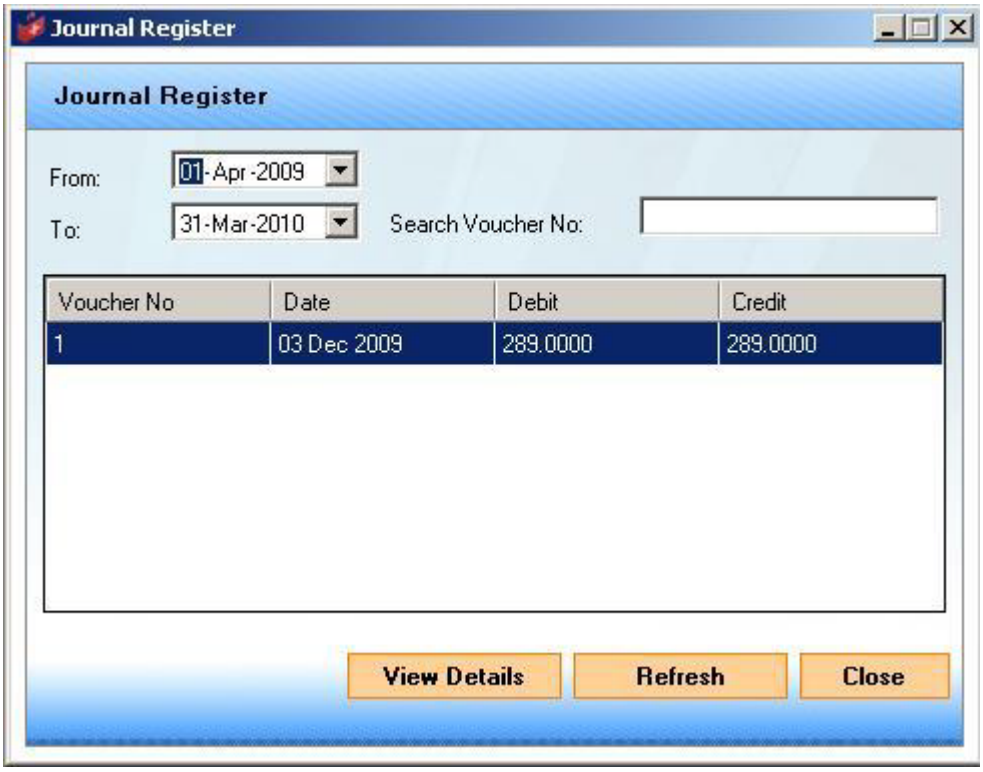
- Voucher Number automatically generated.
- Select date.
- Select the account to which amount is debited.
- Enter the debit amount.
- Select the account to which amount is credited
- Enter the credit amount.
- Enter description.
- Click on <**Save**> button to save.

Edit details of existing Journal Entry

- Click on **Register-> Journal Entry.** A window appears as shown below,
- Select a row from journal register window. Corresponding journal entry will show in journal entry window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Journal Entry

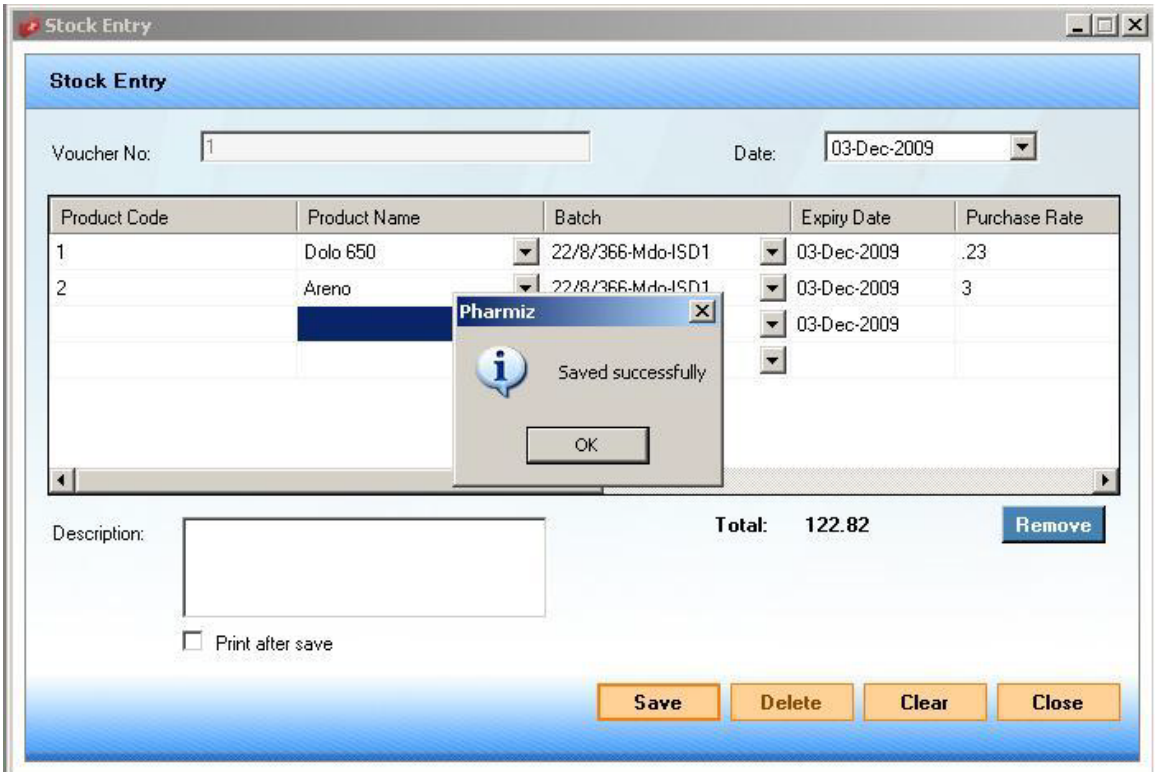
- Click on **Register-> Journal Entry.** A window appears as shown below
- Select a row from journal register window. Corresponding journal entry will show in journal entry window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected journal entry is deleted from list.



INVENTORY STATEMENTS

DIRECT STOCK

Click on **Inventory Statements ->Direct Stock.** A window appears as shown below,



This helps to store the information about the opening stock of each product.

Add a new Direct Stock Voucher

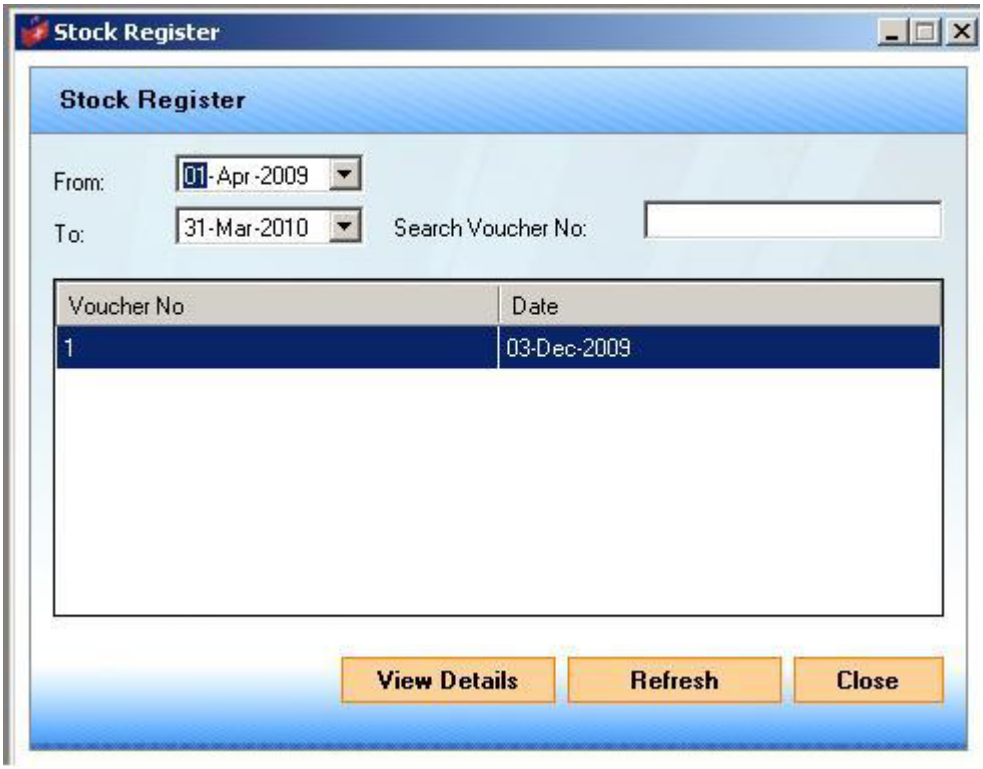
- Voucher Number automatically generated.
- Select date.
- Enter product code.
- Select product name from the list.
- Select a batch from the list or new batch can be created. On creating new batch then enter expiry date, Sales rate, and unit. If the batch is already created then corresponding values are automatically generated.
- Enter quantity.
- Enter description.
- Click on <**Save**> button to save.

Edit details of existing Direct Stock Voucher

- Click on **Register-> Direct Stock Register.** A window appears as shown below,
- Select a row from direct stock register window. Corresponding voucher will show in direct stock window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

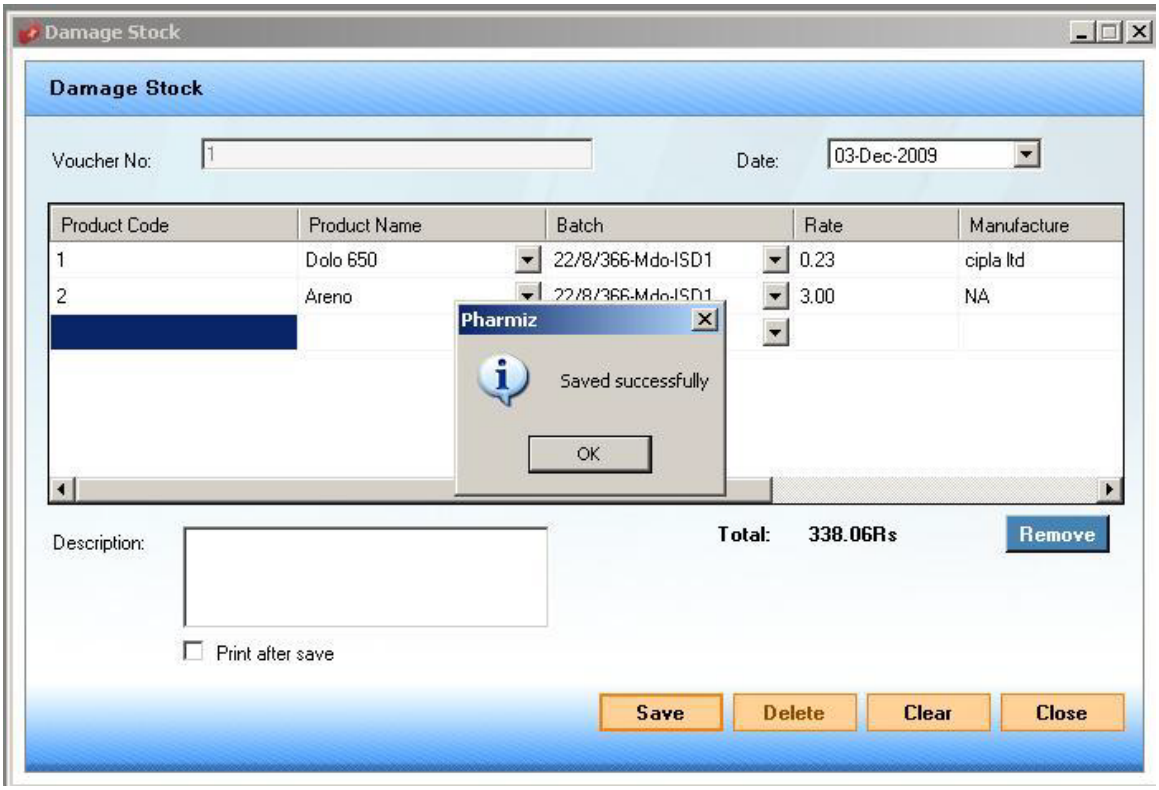
Delete an existing Direct Stock Voucher

- Click on **Register-> Direct Stock Register.** A window appears as shown below
- Select a row from direct stock register window. Corresponding voucher will show in direct stock window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected voucher is deleted from list.



DAMAGE STOCK

Click on **Inventory Statements ->Damage Stock.** A window appears as shown below



This helps to store the information about the damaged items.

Add a new Damage Stock Voucher

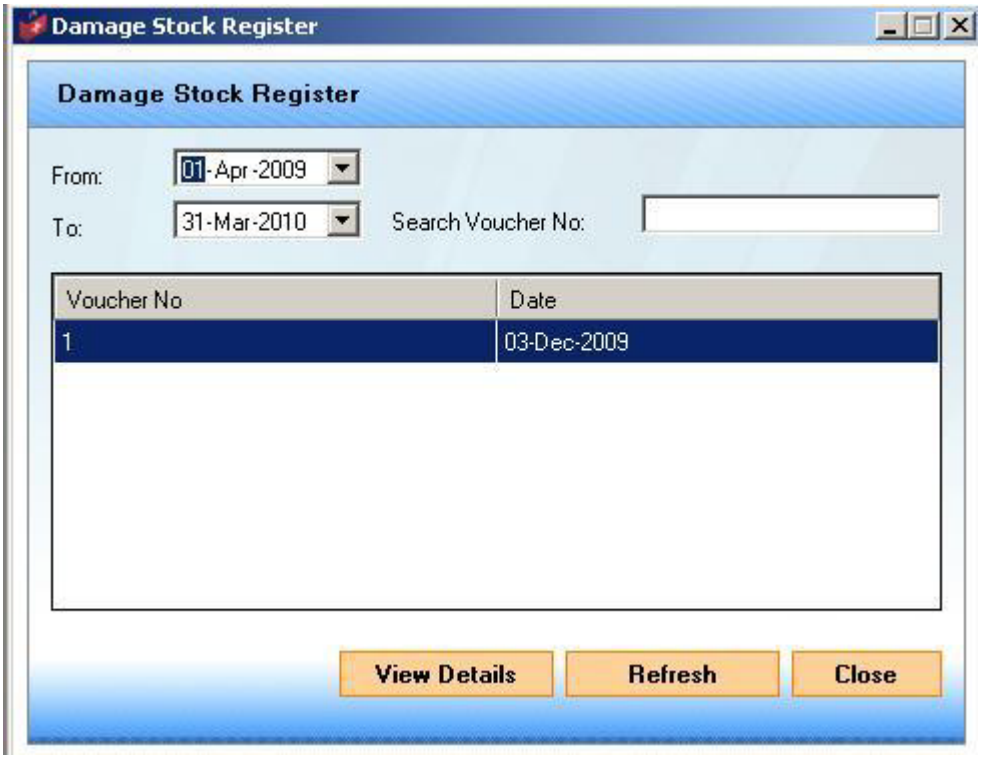
- Voucher Number automatically generated.
- Select date.
- Enter product code
- Select product name from the list.
- Select a batch from the list. Selected product batch values (Expiry date, unit Manufacture) are automatically generated.
- Enter quantity.
- Enter description.
- Click on <**Save**> button to save.

Edit details of existing Damage Stock Voucher

- Click on **Register-> Damage Stock Register.** A window appears as shown below,
- Select a row from damage stock register window. Corresponding voucher will show in damage stock window.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Damage Stock Voucher

- Click on **Register-> Damage Stock Register.**
- Select a row from damage stock register window. Corresponding voucher will show in damage stock window.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected voucher is deleted from list.



SETTINGS

New Financial Year

Click on **Settings->New Financial Year.** A window appears as shown below

This form is used to create new financial year.

Add new financial year

Before you create new financial year you have to close the current financial year.

- Select financial year starting and ending date.
- Click on < **Save** > button to save.

Edit financial year

- Edit current financial year.
- Click on < **Save** >button to save.

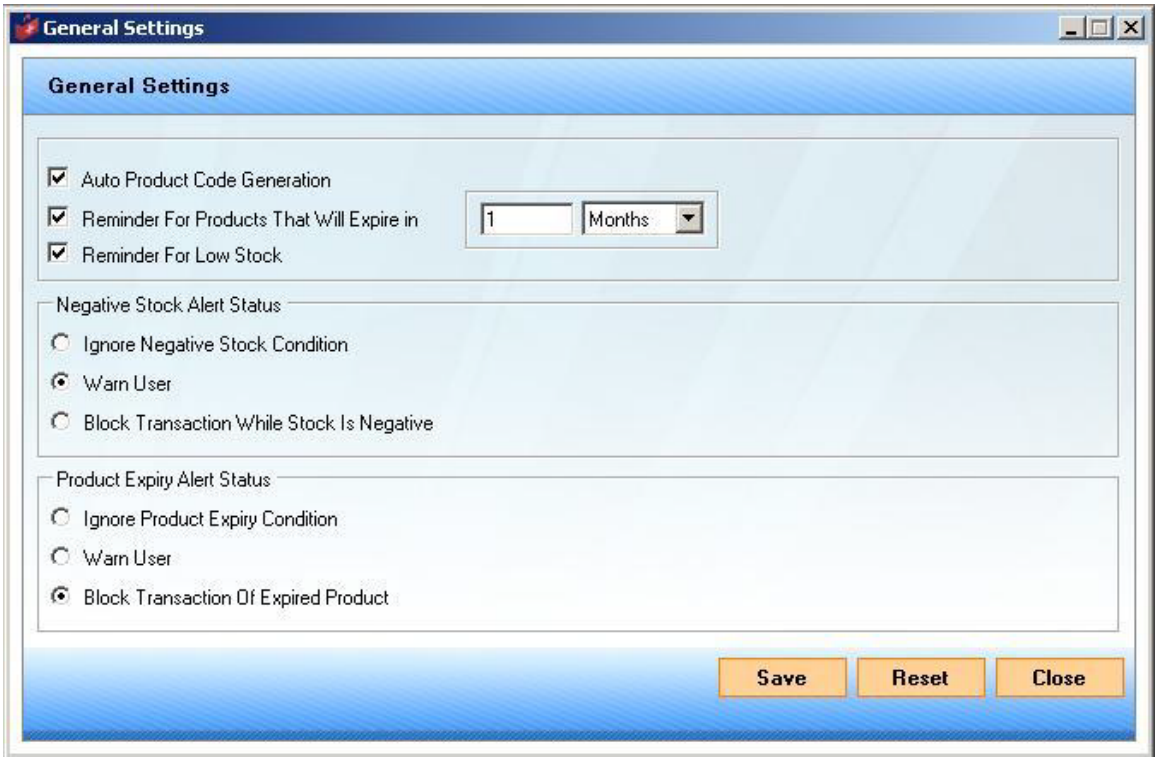
Change Financial Year

- Select a financial year from the list of financial year.
- Edit financial year.
- Click on < **Save** >button to save.

Close Financial Year

- Confirmation is asked for closing.
- Once you have closed a financial year, you cannot do any changes in this closed financial year.

Click on **Settings->General Settings.** A window appears as shown below,



This form is to enter the settings that will be applied to the respective forms in the application. For your convenience, the settings are divided into several categories like General settings, Negative stock alert status, and Expiry medicine.

Add Settings

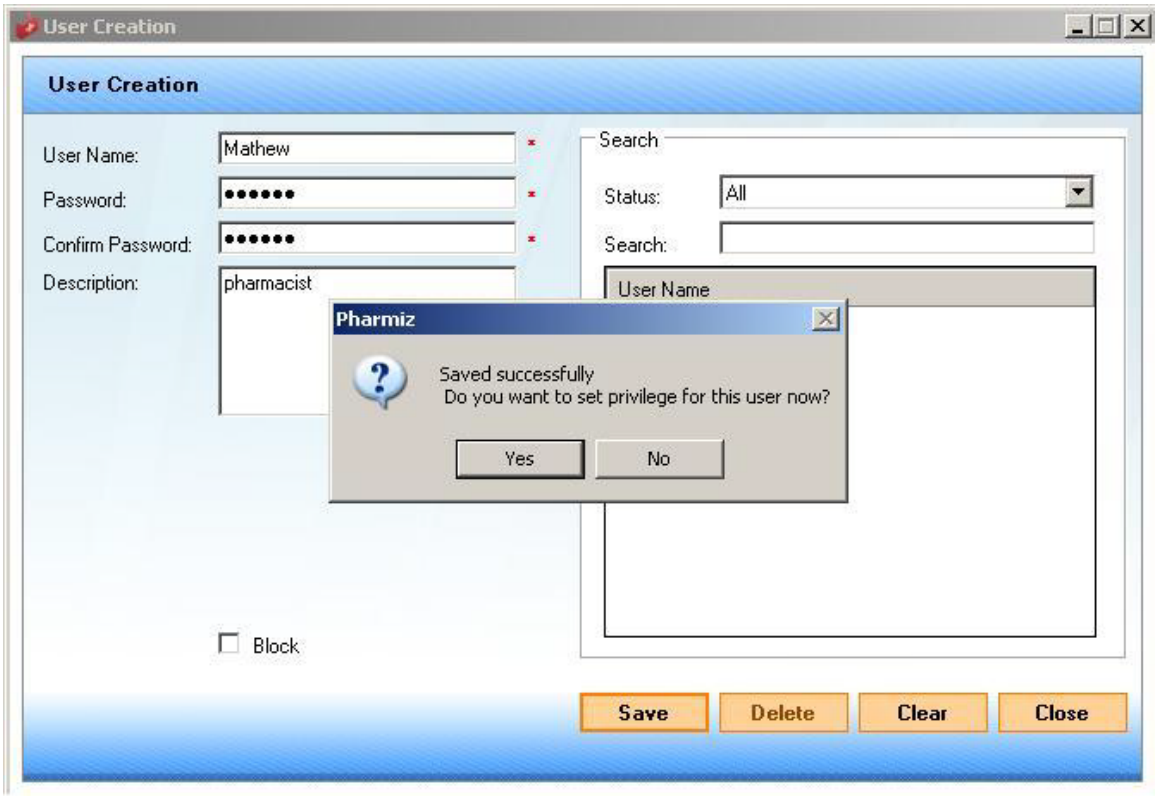
- Select settings required for the company.
- Click on < **Save** > button to save.

Edit Settings

- Edit the settings that we want.
- Click on < **Update** > button to save the changes.

USER CREATION

Click on **Settings->User Creation.** A window appears as shown below



This is the form for:

View details of existing User

- All existing user are shown in right side of the form
- Click on the user that we want to view
- We can see the details of particular user in corresponding fields

Add a new User

- Enter details such as username, password and confirmation password in corresponding fields.
- Confirmation password should match with the password
- Click on <**Save**> button to save

Edit details of existing User

- Select a row from register.
- Details of the selected user will be shown in corresponding fields at left side of the form.
- Edit the details that we want
- Click on <**Update**> button to save the changes

Delete an existing User

- Select a row from Register
- Click on <**Delete**> button
- Confirmation is asked for deletion
- The selected user is deleted from list

Change Password

Click on **Settings->Change password.** A window appears as shown below

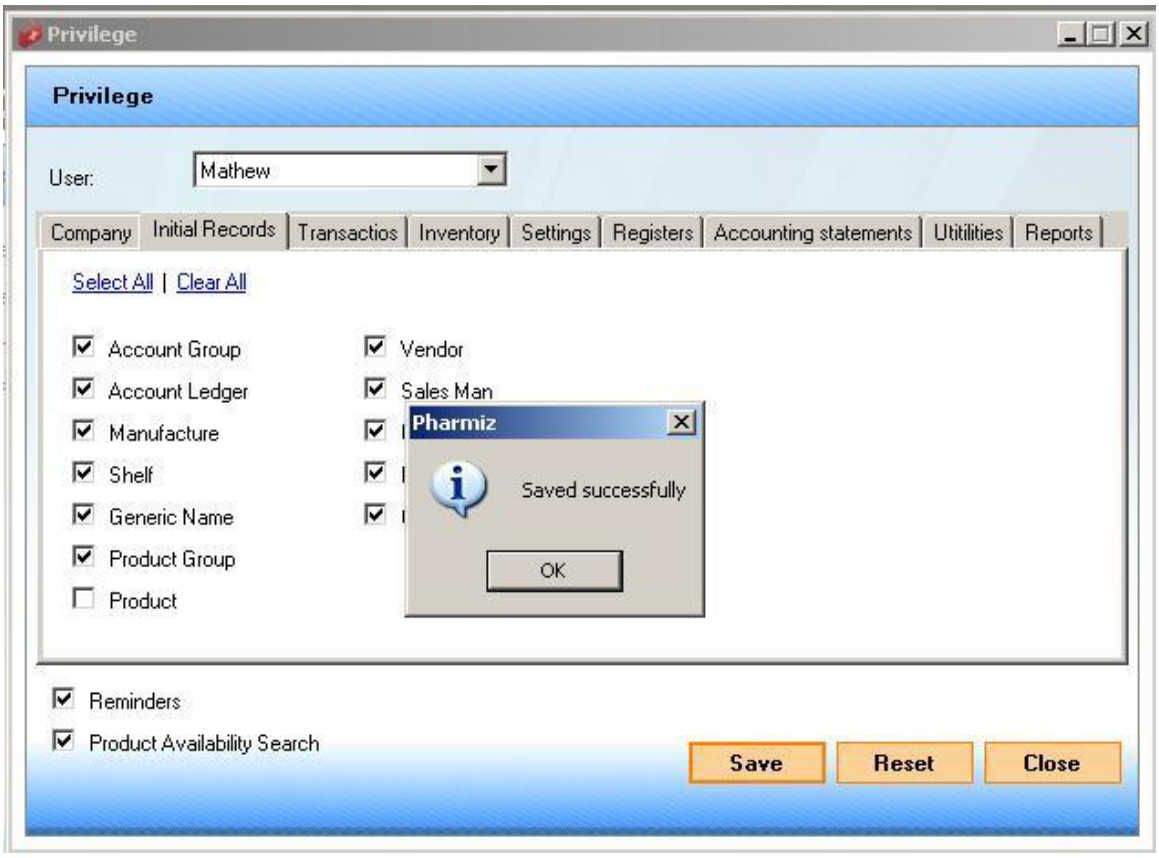
This is a form for changing password.

For that,

- Enter details such as current password, new password and confirmation password in corresponding fields.
- Confirmation password should match with the password.
- Click on < **Save**> button to save.

User Privilege

Click on **Settings->User Privilege .**A window appears as shown below



View privilege given to User

- All existing users are shown in user list above.
- Click on the user that we want to view.
- We can see the privileges given to that user.

Add privilege for user

- Select user from the user list shown above.
- You can set privilege for a user by selecting the items from the privilege settings tab.
- Click on < **Save** > button to save.

Edit privilege given to User

- Select user from the user list shown above.
- Details of the selected user will be shown in privilege settings tab.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete privilege given to User

- Select user from the user list shown above.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected user privilege is deleted.

Note:

- Select "**select all**" to select all the forms in a tab.
- Select "**clear all**" to clear all the forms in a tab.

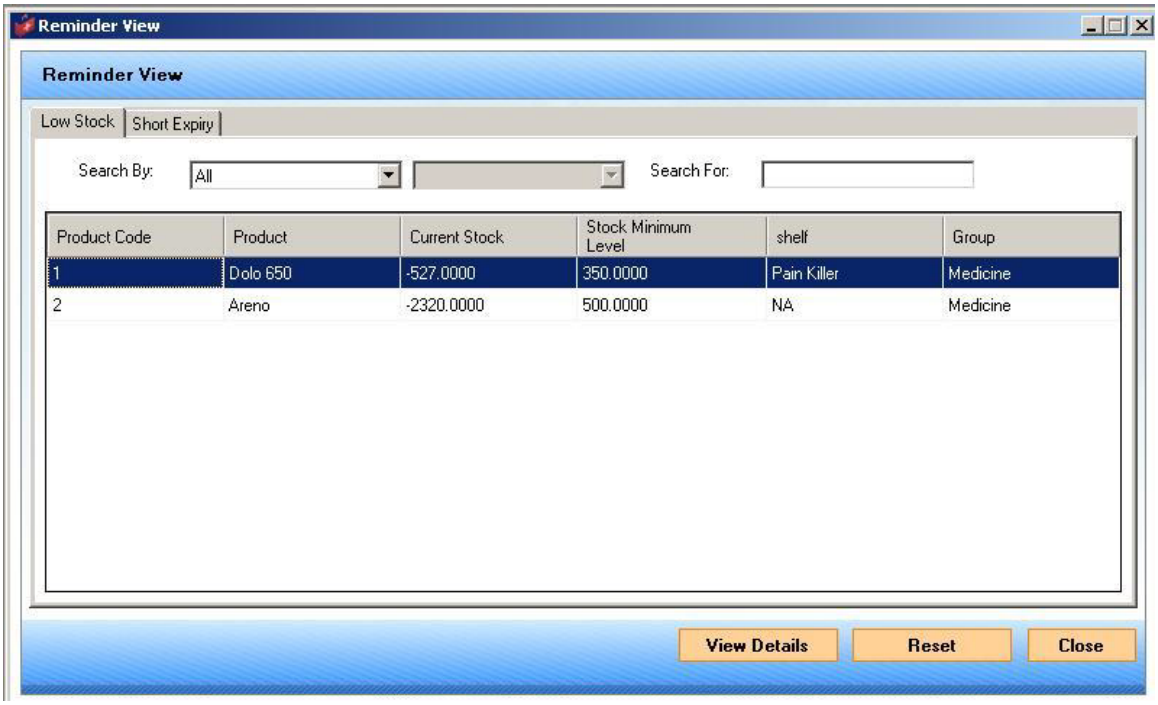
REMINDER VIEW

Click on **Reminder -> Reminder.** A window appears as shown below

Low Stock:

Reminder lists for products which have reached/crossed minimum stock level. This is according to setting you have set in general settings. . This can be filtered according to product group, product, manufacture, shelf, generic name etc…

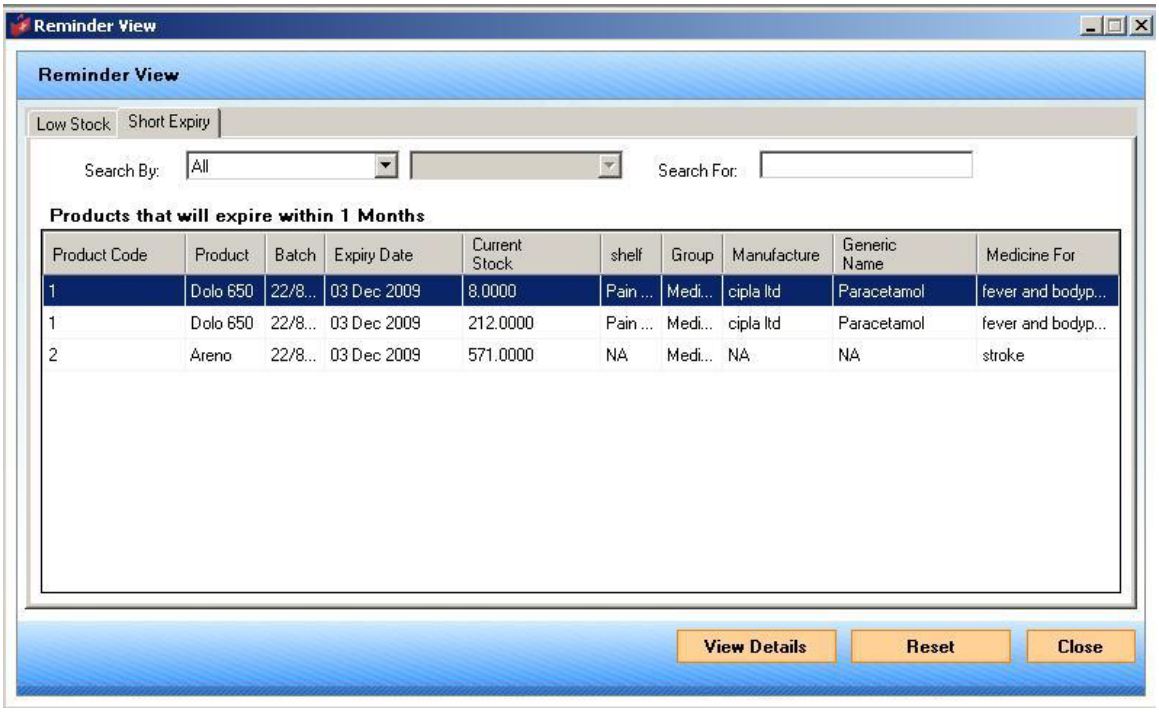
- Select a row from the table.
- Click on < **View Details** > button.
- Now we can see the detailed view of product



Short Expiry:

Reminder lists for products that are going to expire/expired. This is according to setting you have set in general settings. . This can be filtered according to product group, product, manufacture, shelf, generic name etc...

- Select a row from the table.
- Click on < **View Details** > button.
- Now we can see the detailed view of product

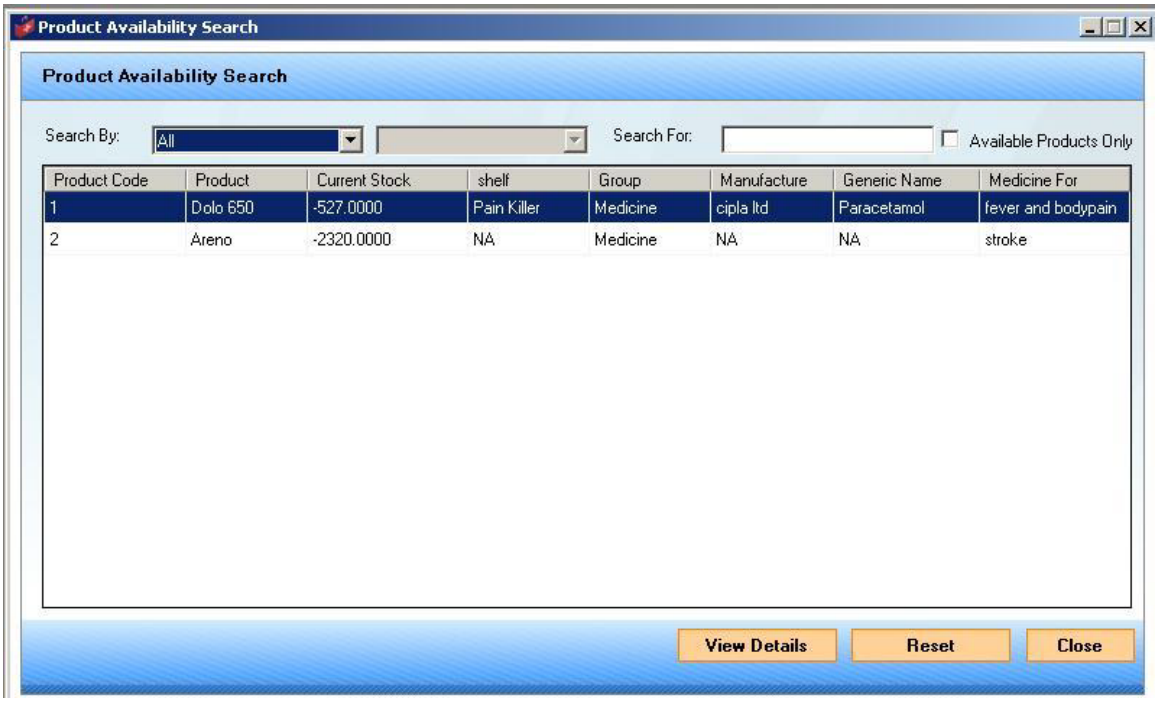


Product Availability Search

Click on **Product Availability Search -> Product Availability Search**

List the entire product and its details. This can be filtered according to product group, product, manufacture, shelf, generic name etc…

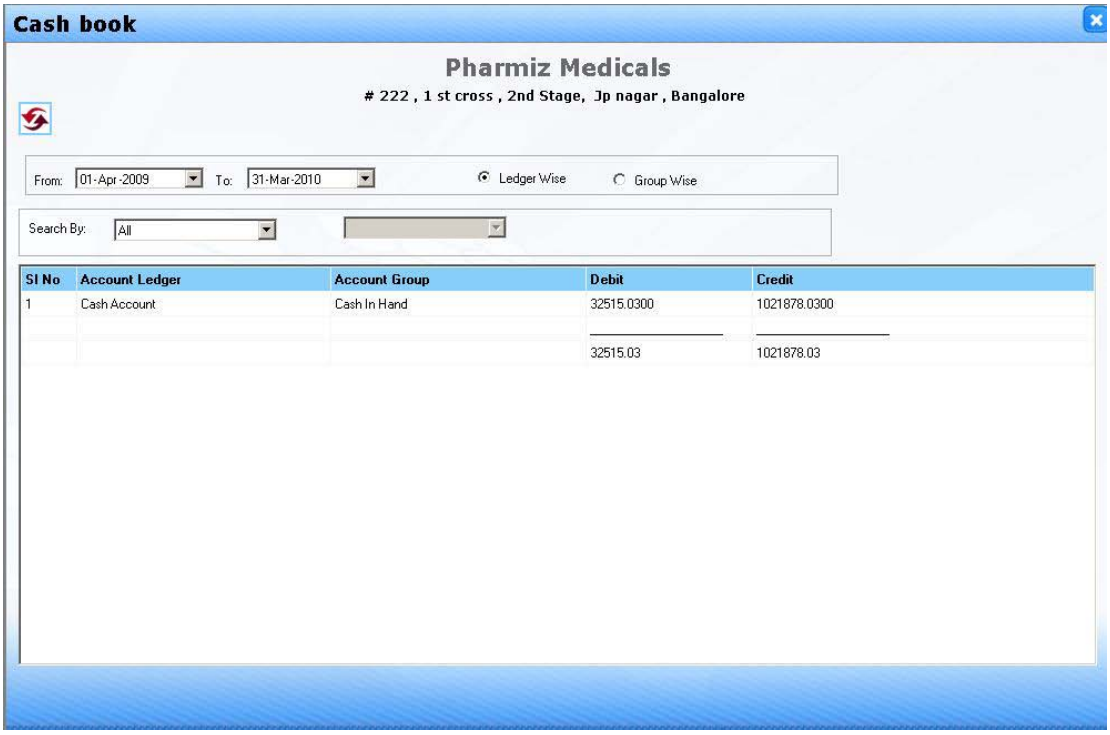
- Select a row from the table.
- Click on < **View Details** > button.
- Now we can see the detailed view of product



ACCOUNTING STATEMENTS

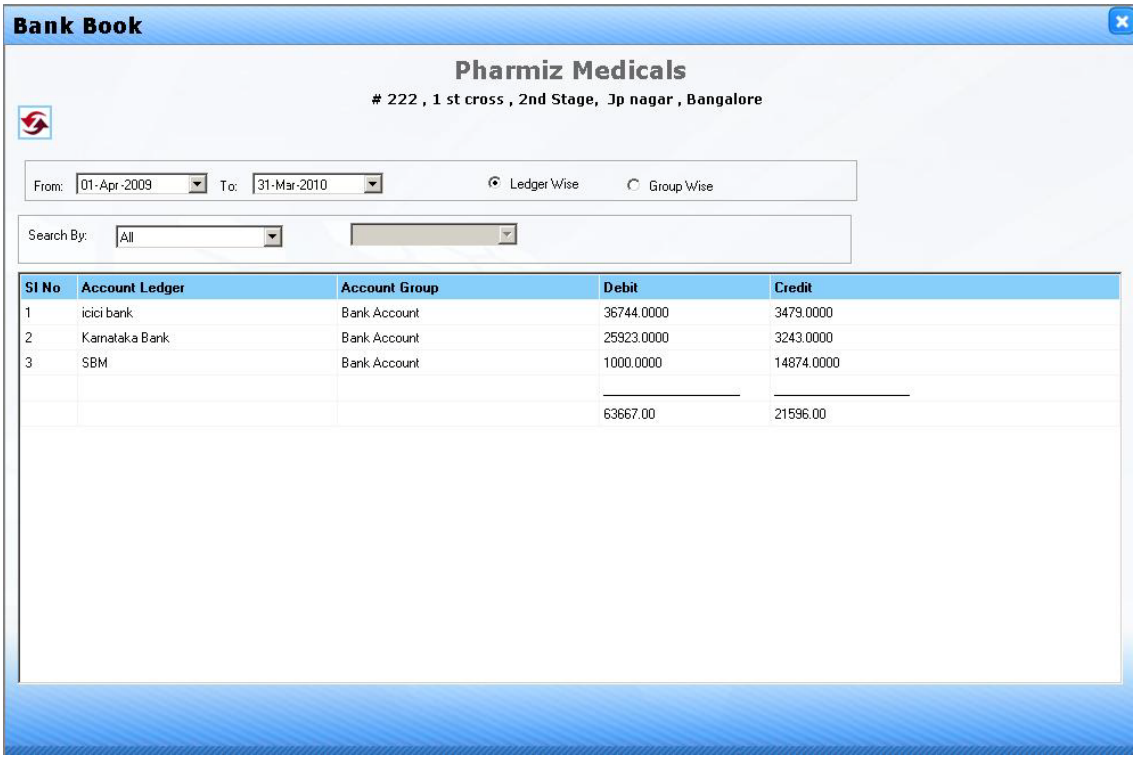
CASH BOOK

This helps to show all the cash transactions done with in a period.



BANK BOOK

This is used to show all the bank transactions done with in a period.

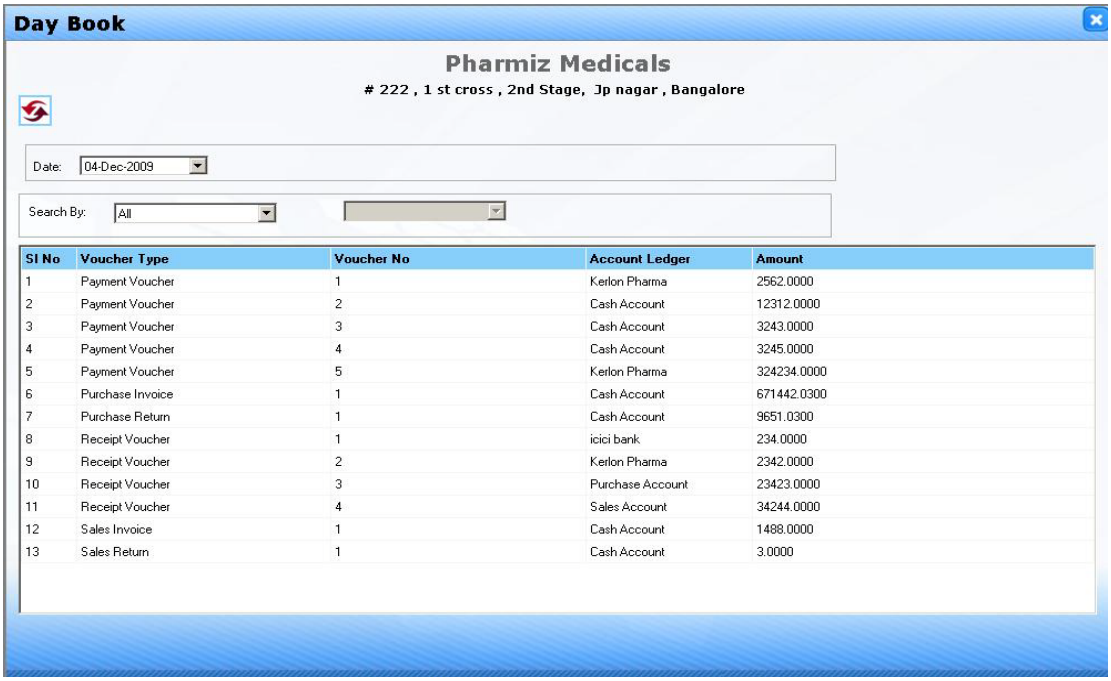

Bank Book
Pharmiz Medicals
222 , 1 st cross , 2nd Stage, Jp nagar , Bangalore
From: 01-Apr-2009 To: 31-Mar-2010
Ledger Wise
Group Wise
Search By: All
Sl No | Account Ledger | Account Group | Debit | Credit
1 | icici bank | Bank Account | 36744.0000 | 3479.0000
2 | Karnataka Bank | Bank Account | 25923.0000 | 3243.0000
3 | SBM | Bank Account | 1000.0000 | 14874.0000
63667.00 | 21596.00

DAY BOOK

This is used to show the transactions done in a particular day.

General (Accounting Statements)

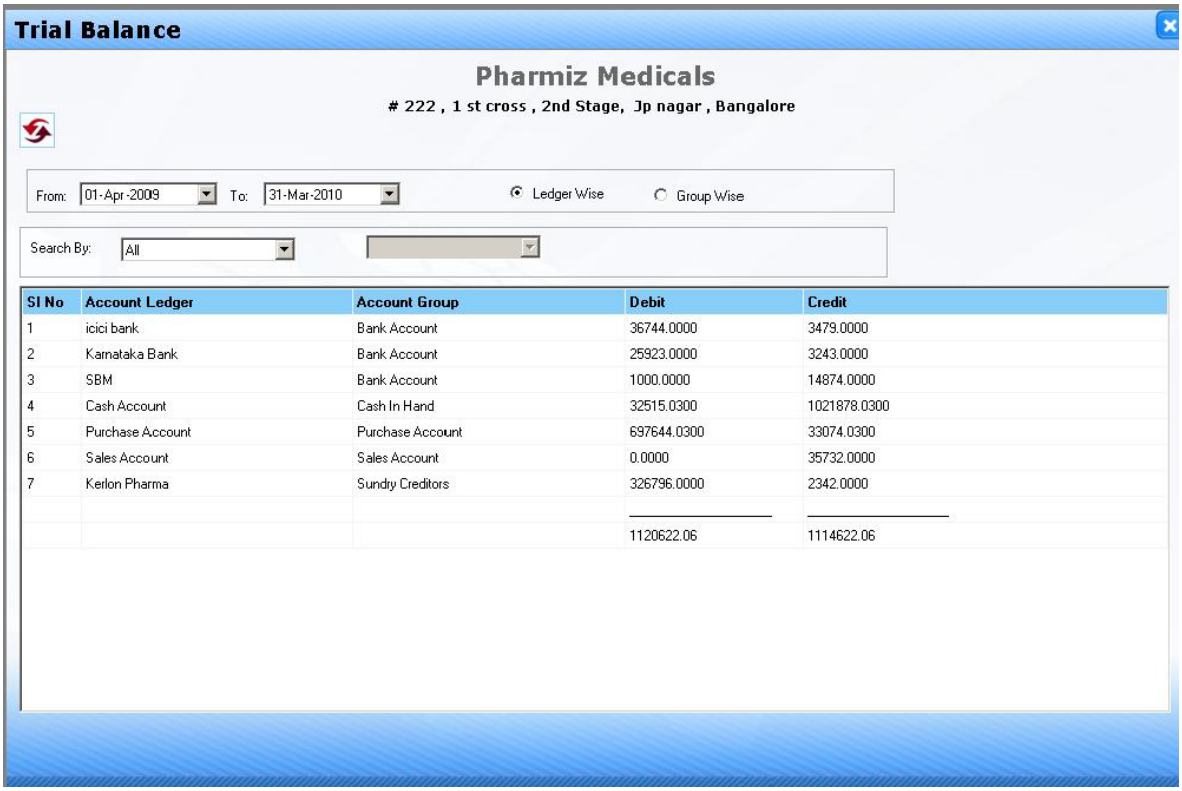
- Click on < **Clear** > button to clear entered details.
- Press Esc or click < **X** > button to exit from window.



Sl No	Voucher Type	Voucher No	Account Ledger	Amount
1	Payment Voucher	1	Kerlon Pharma	2562.0000
2	Payment Voucher	2	Cash Account	12312.0000
3	Payment Voucher	3	Cash Account	3243.0000
4	Payment Voucher	4	Cash Account	3245.0000
5	Payment Voucher	5	Kerlon Pharma	324234.0000
6	Purchase Invoice	1	Cash Account	671442.0300
7	Purchase Return	1	Cash Account	9651.0300
8	Receipt Voucher	1	icici bank	234.0000
9	Receipt Voucher	2	Kerlon Pharma	2342.0000
10	Receipt Voucher	3	Purchase Account	23423.0000
11	Receipt Voucher	4	Sales Account	34244.0000
12	Sales Invoice	1	Cash Account	1488.0000
13	Sales Return	1	Cash Account	3.0000

TRAIL BALANCE

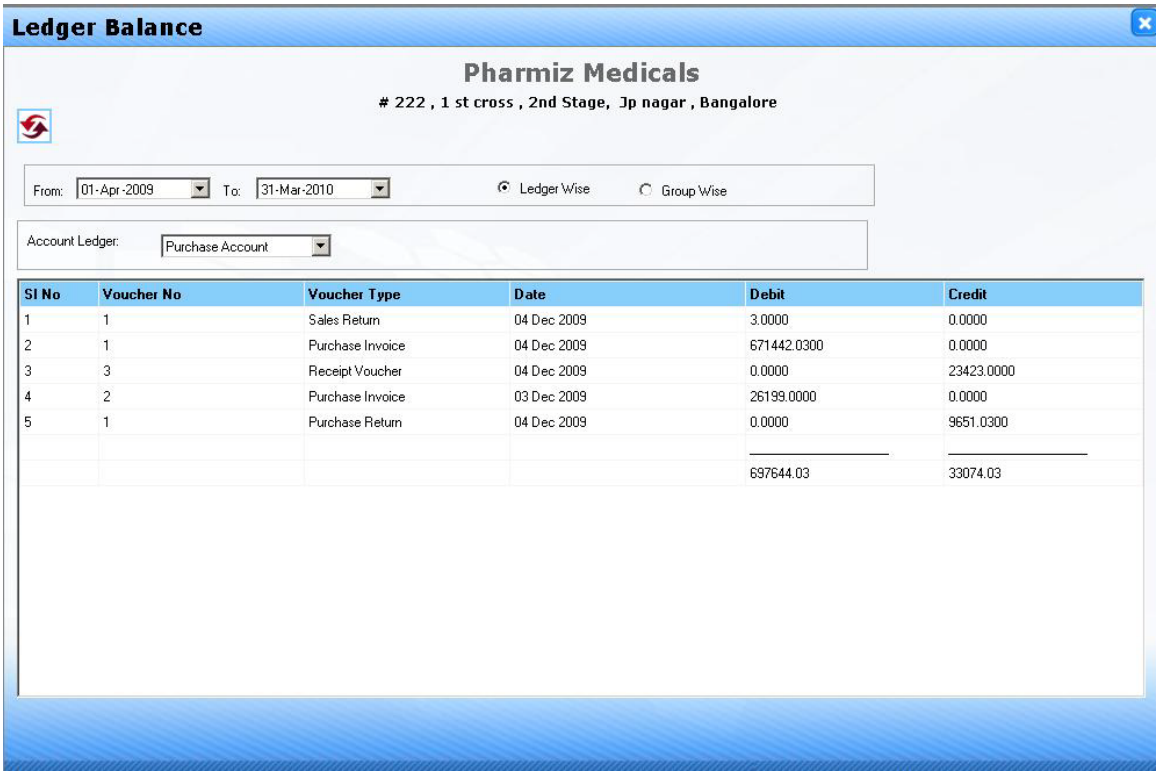
This is used to show the closing balance of all ledgers.


Trial Balance
Pharmiz Medicals
222 , 1 st cross , 2nd Stage, Jp nagar , Bangalore
From: 01-Apr-2009 To: 31-Mar-2010
Ledger Wise
Group Wise
Search By: All

Sl No	Account Ledger	Account Group	Debit	Credit
1	icici bank	Bank Account	36744.0000	3479.0000
2	Karnataka Bank	Bank Account	25923.0000	3243.0000
3	SBM	Bank Account	1000.0000	14874.0000
4	Cash Account	Cash In Hand	32515.0300	1021878.0300
5	Purchase Account	Purchase Account	697644.0300	33074.0300
6	Sales Account	Sales Account	0.0000	35732.0000
7	Kerlon Pharma	Sundry Creditors	326796.0000	2342.0000
			1120622.06	1114622.06

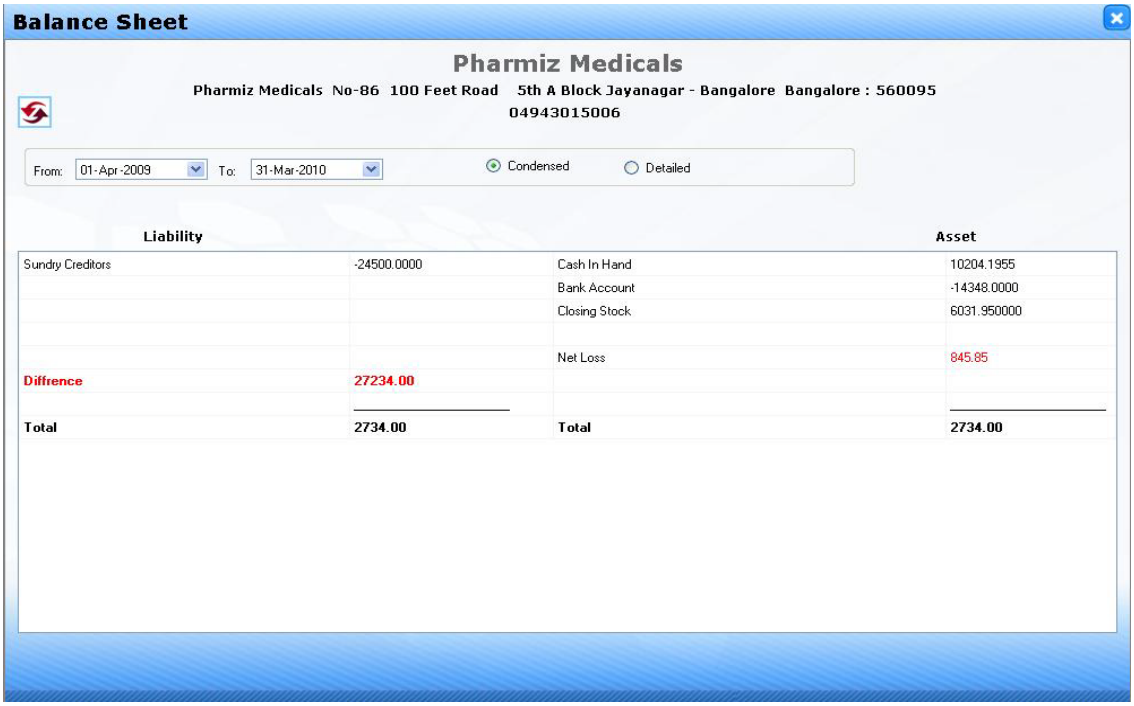
LEDGER BALANCE

This is used to show the details of all accounts.


Ledger Balance
Pharmiz Medicals
222 , 1 st cross , 2nd Stage, Jp nagar , Bangalore
From: 01-Apr-2009 To: 31-Mar-2010
Ledger Wise
Group Wise
Account Ledger: Purchase Account
Sl No | Voucher No | Voucher Type | Date | Debit | Credit
1 | 1 | Sales Return | 04 Dec 2009 | 3.0000 | 0.0000
2 | 1 | Purchase Invoice | 04 Dec 2009 | 671442.0300 | 0.0000
3 | 3 | Receipt Voucher | 04 Dec 2009 | 0.0000 | 23423.0000
4 | 2 | Purchase Invoice | 03 Dec 2009 | 26199.0000 | 0.0000
5 | 1 | Purchase Return | 04 Dec 2009 | 0.0000 | 9651.0300
697644.03 | 33074.03

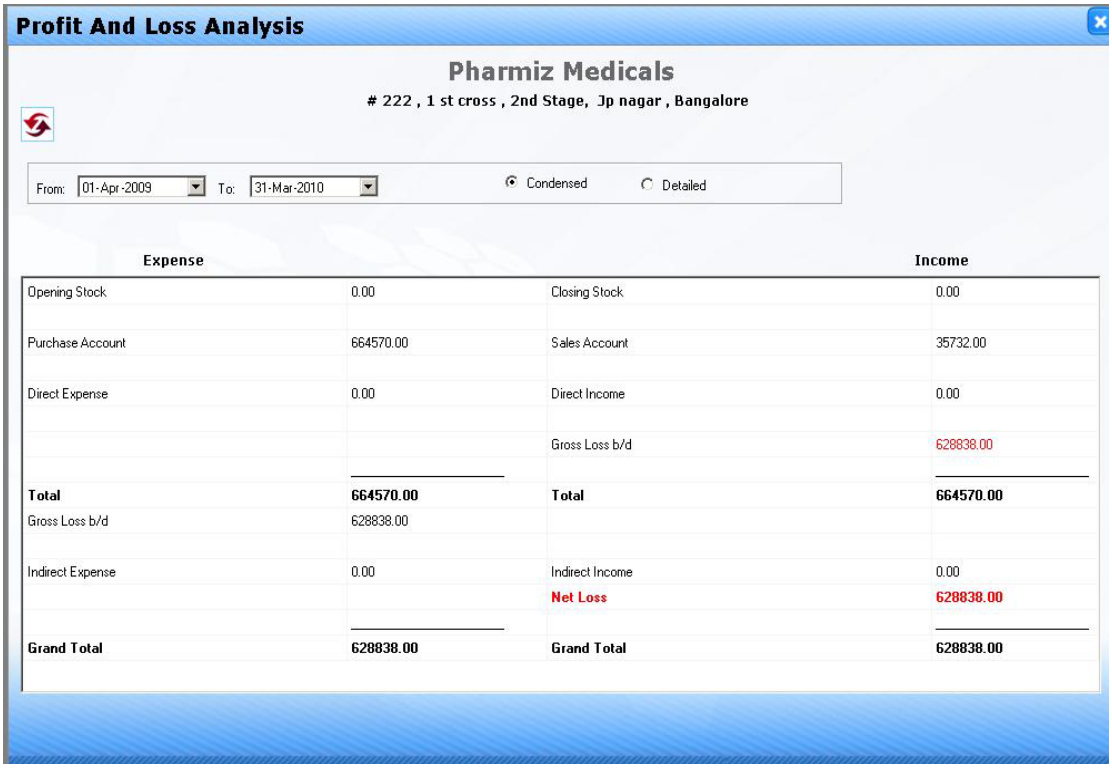
BALANCE SHEET

This is used to show Company's current financial status.



PROFIT AND LOSS

This is used to show profit and loss of a company in a period.


Profit And Loss Analysis
Pharmiz Medicals
222 , 1 st cross , 2nd Stage, Jp nagar , Bangalore
From: 01-Apr-2009 To: 31-Mar-2010 Condensed Detailed
Expense
Income
Opening Stock 0.00 Closing Stock 0.00
Purchase Account 664570.00 Sales Account 35732.00
Direct Expense 0.00 Direct Income 0.00
Gross Loss b/d 628838.00
Total 664570.00 Total 664570.00
Gross Loss b/d 628838.00
Indirect Expense 0.00 Indirect Income 0.00
Net Loss 628838.00
Grand Total 628838.00 Grand Total 628838.00

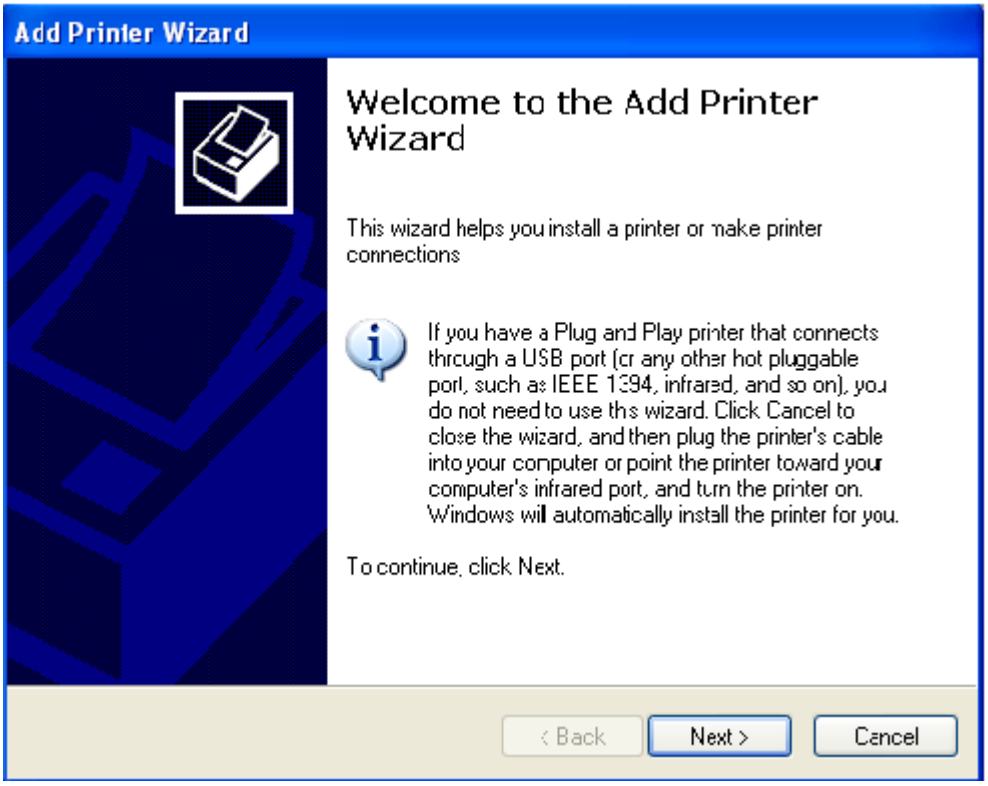
Utilities

Calculator

- Click on **Utilities** ->**Calculator**
- Calculators in a separate form and also appear when pressing short cut key
- Calculators are included with this software; so that you can do calculations as quickly and easy.
- Press F2 for calculator.
- Calculators are included with transactions and inventory wizards.

Add Printer

- Click on **Utilities** -> **Add Printer**
- Option to install printers connected to computer


Add Printer Wizard
Welcome to the Add Printer Wizard
This wizard helps you install a printer or make printer connections
If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you.
To continue, click Next.
< Back
Next >
Cancel

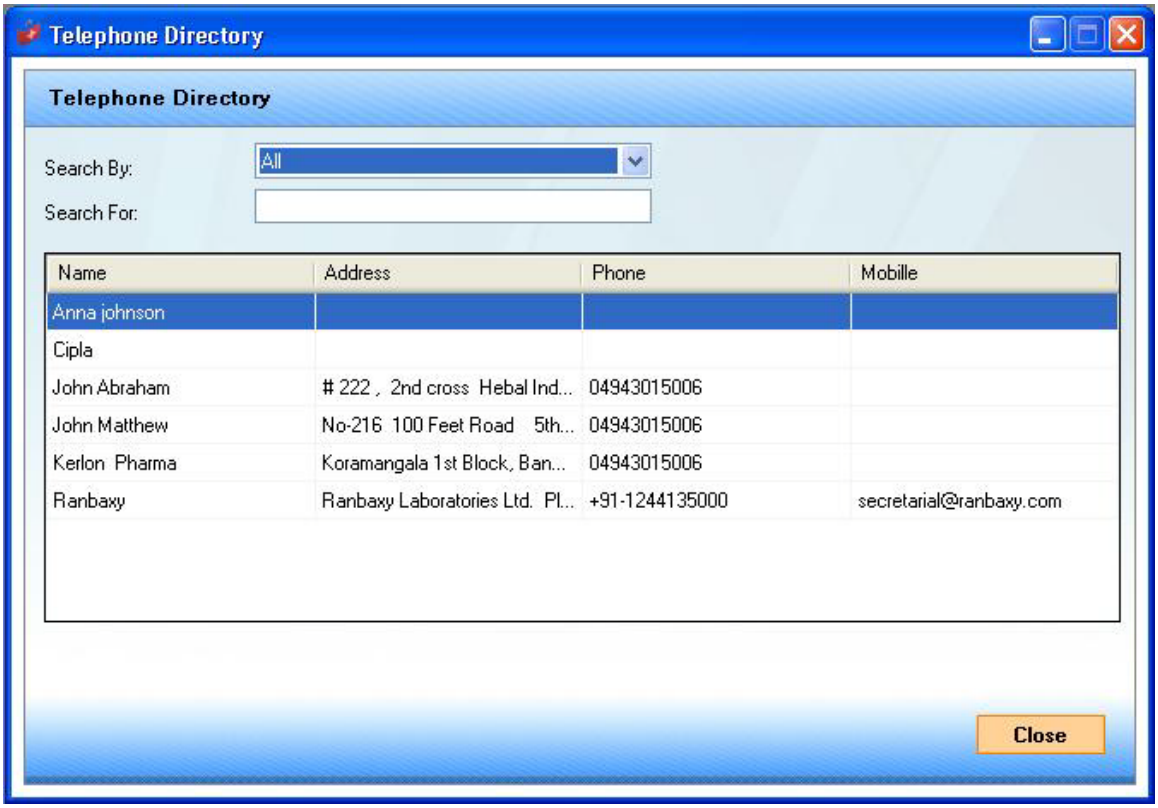
Microsoft Word & Microsoft Excel

- Click on **utilities** -> **Microsoft Word / Microsoft Excel**
- A short cut to Microsoft word & Excel

Telephone Directory

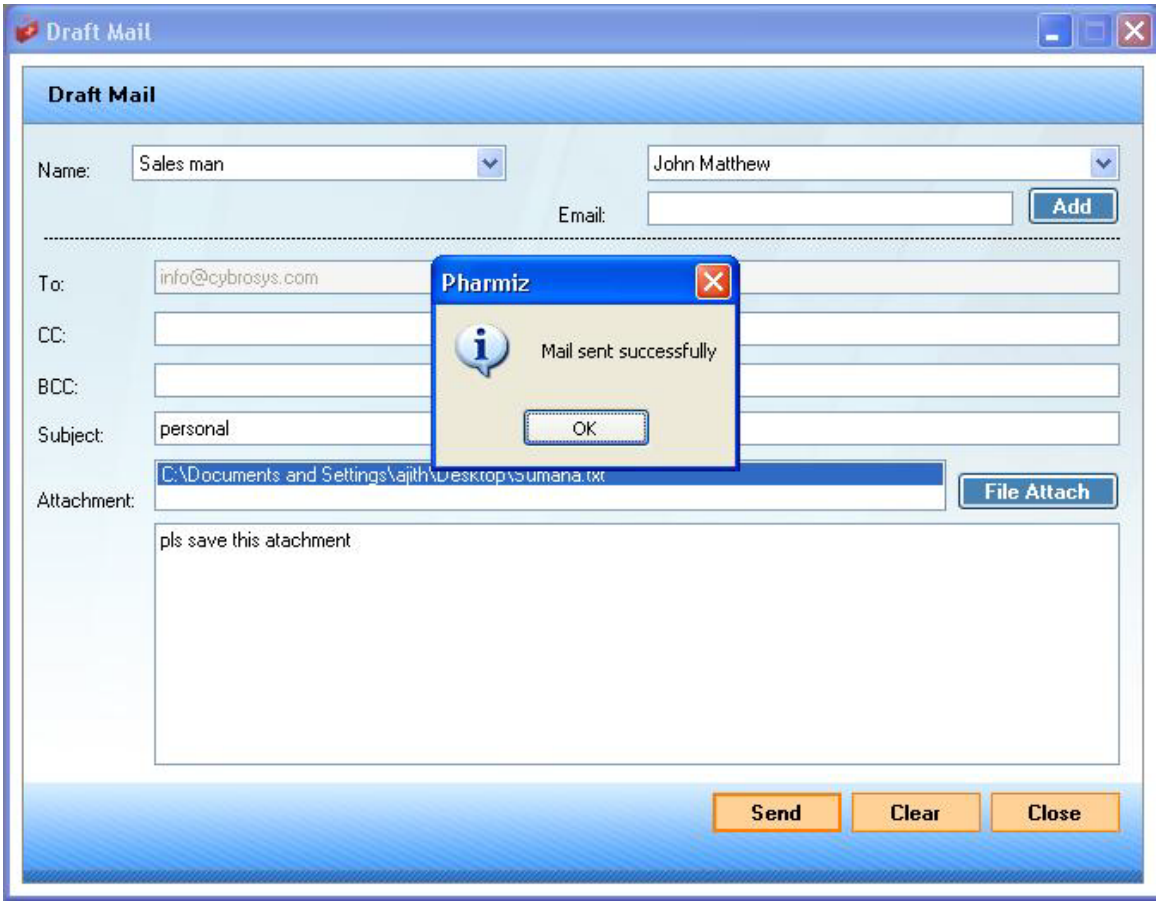
This form is used to view details of all customers, manufactures, vendors etc.

- Click on **utilities** -> **Telephone Directory**
- View the Telephone number all customers, vendors etc...



Draft Mail

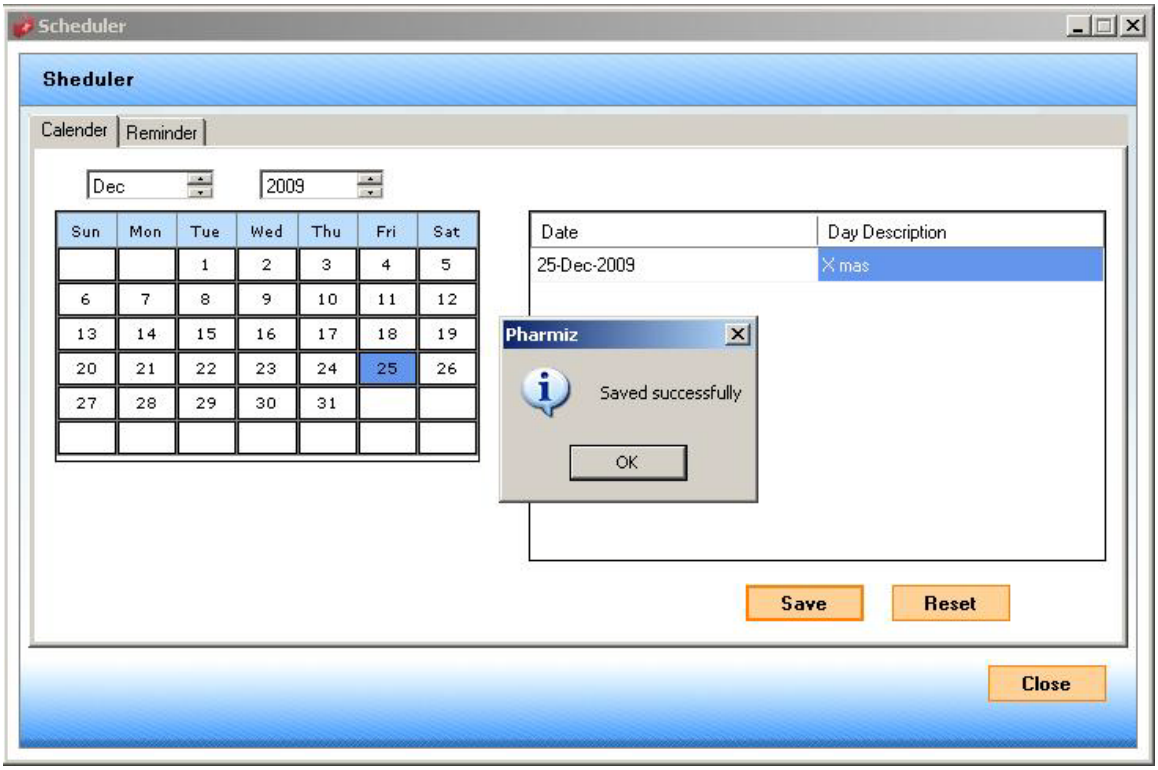
- Click on **utilities** -> **Telephone Directory**
- You can directly send mail to customers, vendors, manufactures etc using draft mail wizard.



SCHEDULER

Calendar Planning

Click on **Utilities -> Scheduler.** A window appears as shown below



This form is used for setting events/Leave.

View details of existing events or leave days

- All existing events/leave are shown in right side of the form.

Add a new Event/leave

- Select month and year.
- Select reminder date.
- Selected date will be displayed in the right side.
- Enter day description.
- Click on < **Save** > button to save.

Edit details of events or leave days

- Select month and year.
- Selected month reminders will be shown in right side
- Edit day description.
- Click on < Save > button to save the changes.

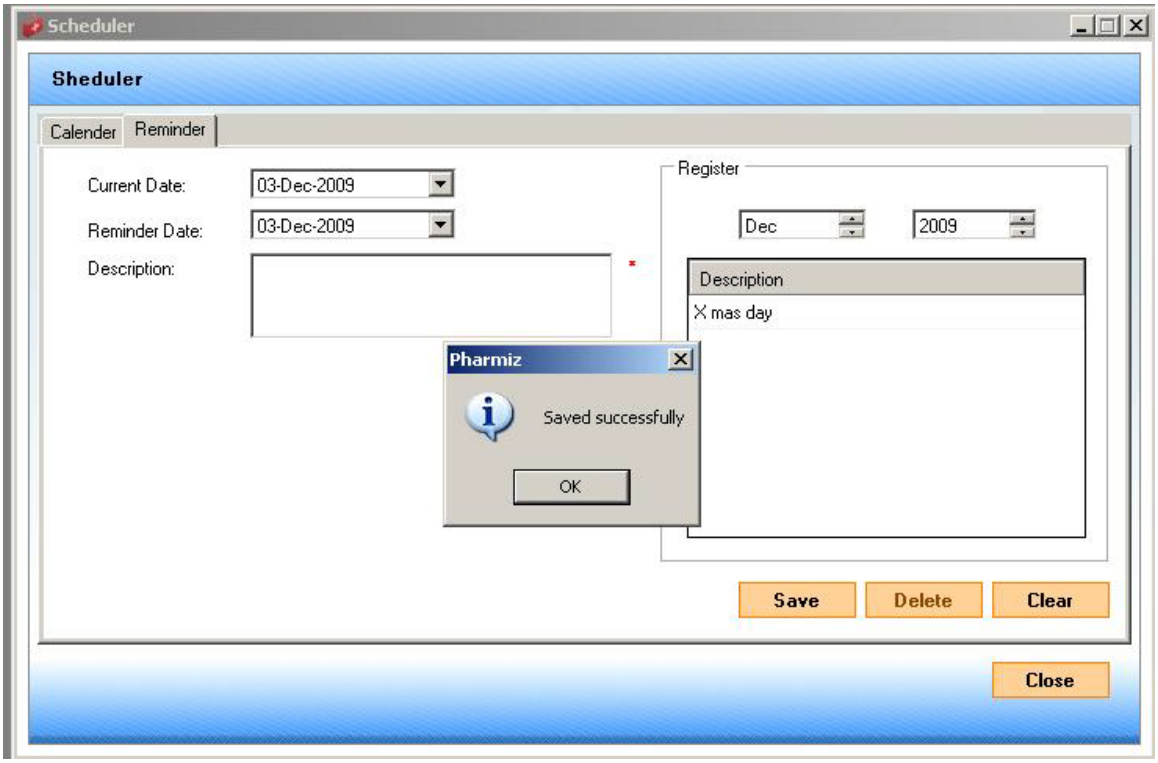
Delete an existing events or leave days

- Select month and year.
- Selected month reminders will be shown in right side
- Double click on the date.
- Click on < **Save** > button to save.
- The selected event/leave is deleted from list.

Reminder

This is entering various Reminders

Click on **Utilities -> Scheduler.** A window appears as shown below



View details of existing Reminder

- All existing reminders are shown in right side of the form.
- Click on the reminder that we want to view.
- We can see the details of particular reminder in corresponding fields.

Add a new Reminder

- Select current date and reminder date.
- Enter description.
- Click on < **Save** > button to save.

Edit details of Reminder

- Select a row from Register.
- Details of the selected reminder will show in corresponding fields at left side of the form.
- Edit the details that we want.
- Click on < **Update** > button to save the changes.

Delete an existing Reminder

- Select a row from Register.
- Click on < **Delete** > button.
- Confirmation is asked for deletion.
- The selected reminder is deleted from list.

REPORTS

Initial Records

1. Account Group
2. Account Ledger
3. Generic Name
4. Product Group
5. Product Batch

6. Manufacture
7. Vendor
8. Sales Man
9. Daily Customer
10. Doctor
11. User

12.Reminder

Transaction

13. Purchase
14. Purchase Return
15. Sales
16. Sales Return
17. Counter Sale
18. Payment
19. Receipt
20. Journal Entry
21. Inventory
22. Damage Stock
23. Stock Entry

24.Stock

25.Stock and Sale

26.Short Expiry

27.Stock at Minimum Level

28.Product Statistics

29.Tax Report

30.Price List